



OPEN POSITION ANNOUNCEMENT!

Community Outreach Representative

Open until filled. Posted 05/21/2025 This is an hourly (non-exempt), part-time role
San Diego County – work schedule set by Community Power

About the role: The Community Outreach Representative will work with community stakeholders to help strengthen relationships and inform the public about San Diego Community Power's (Community Power) operations and programs. This role involves direct outreach communications with the general public and community-based organizations.

The Community Outreach Representative will implement strategic outreach activities with key stakeholders via professional networking, workshops, presentations, and community events. This position reports to the Senior Community Engagement Manager. This is a full-force outreach role and works in the field with travel up to 75% of the time throughout the San Diego Region. A personal vehicle is required, and mileage will be reimbursed.

WHO IS SAN DIEGO COMMUNITY POWER?

Community Power is a community-driven, not-for-profit public agency providing cleaner energy to the San Diego region. Formed in 2019, Community Power is the second largest Community Choice Aggregator (CCA) in California, serving nearly 1 million customer accounts across its member agencies: the Cities of San Diego, Chula Vista, Encinitas, Imperial Beach, La Mesa and National City, as well as the unincorporated areas of San Diego County.

OUR HISTORY

Community Power was formed in 2019 as a public, not-for-profit community choice aggregator (CCA) in the San Diego region. We began electric service in 2021 and now serve seven member agencies: the Cities of San Diego, Chula Vista, Encinitas, Imperial Beach, La Mesa and National City, as well as the unincorporated communities of San Diego County. Community Power was formed to bring local control and customer choice to San Diego while also providing clean and renewable energy at competitive rates. We are the second largest CCA in California, serving nearly 1 million customers. For more information, please visit SDCommunityPower.org.

COMMITMENT TO DIVERSITY

At Community Power, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and hope to hire employees that reflect our communities. We provide equal employment opportunities to all applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

ESSENTIAL DUTIES AND PRIMARY RESPONSIBILITIES

- Support the Public Affairs team in implementing community outreach efforts to enhance Community Power awareness and customer experience by addressing and supporting customer concerns
- Support the Senior Community Engagement Manager and Community Engagement Coordinator in carrying out Community Power outreach activities and events such as: tabling, educational workshops, and attending community meetings and public forums on behalf of Community Power
- Represent Community Power at various public events and clearly articulate Community Power's vision for cleaner power at competitive rates, local control, and customer programs
- Collect and maintain data on the effectiveness of outreach efforts
- Develop and maintain inventory of promotional and outreach materials
- Other duties as assigned

QUALIFICATIONS, EXPERIENCE AND ABILITIES

REQUIRED SKILLS AND EXPERIENCE

- High school diploma or GED; enrollment in an accredited college or university; or 2+ years of experience in a professional setting, such as a nonprofit, business or public sector agency; or a combination of education and relevant experience
- Strong passion for customer service and supporting communities of concern
- Excellent time management skills, ability to effectively work independently or in teams on multiple tasks or projects
- Ability to communicate and collaborate effectively with a variety of individuals representing diverse cultures, backgrounds, and languages
- Excellent organizational skills and attention to detail
- Ability to communicate clearly, concisely and persuasively, verbally and in writing
- Tact, diplomacy and discretion in dealing with sensitive and complex issues
- Proficiency with Microsoft Office Suite, Word, Excel and PowerPoint, SharePoint, and ability to use virtual meeting applications
- Ability to attend and/or travel to meetings, and community events locally in San Diego to meet with stakeholders. A personal automobile and a good driving record are required. Community Power reimburses mileage expense at the IRS mileage rate
- Must reside in San Diego County or be willing to relocate upon hire
- Ability to work nights and weekends

PREFERRED SKILLS AND ABILITIES

- Written and verbal proficiency in one or more of the following languages is a plus
 - Spanish
 - Tagalog
 - Vietnamese
 - Arabic
 - Chinese (Mandarin/Cantonese)
- Presentation and/or public speaking experience at community groups and/or organizations
- Event management, planning and execution
- Familiarity with local political, social and economic landscape as well as San Diego regional stakeholders
- Justice, Equity, Diversity and Inclusion training

WORK ENVIROMENT & CONDITIONS

Occasional periods sitting at a desk and working on a computer. Prolonged periods of standing and interaction with public members at events. Must be able to lift up to 25 pounds at times. Regular travel locally, up to 75% of the time.

At Community Power we work in the communities we serve and in the office. Community Power works to ensure a safe and healthy workplace for employees and in our communities. SDCP requires employees to be fully vaccinated for COVID-19.

Community Power is an agency required to adopt and promulgate a Conflict-of-Interest Code ("COI"). The COI code requires employees in designated positions, including those identified under the interim disclosure process to file a Statement of Economic Interests (Form 700) on an annual basis. A Successful candidate accepting this position may be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at the discretion of Community Power as needed.

Compensation:

Hourly Pay Range: The position's hourly range is: \$30.87 - \$40.14; with exact compensation to be determined by Community Power, depending upon experience.

Benefits: Standard benefits package including but not limited to:

Paid Time Off: 11 holidays per year + paid winter holiday (*between 12/24-12/31*), 160 hours of accrued paid time off per year (*increases with time in service*), and 96 hours per year of accrued paid sick leave.

How To Apply

Applicants must submit their resume, cover letter, and references using the "Apply today" functionality on our Career Opportunities webpage at:

SDCommunityPower.org/about/career-opportunities

COMMUNITY POWER IS AN EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND AMERICAN
DISABILITIES ACT (ADA) EMPLOYER