



OPEN POSITION ANNOUNCEMENT!

Program Associate

Open until filled. Posted 9/17/2025

San Diego County – hybrid work schedule set by Community Power

About the role: The Program Associate supports the implementation of a range of residential decarbonization and load flex programs. The Program Associate will be responsible for serving as a subject matter expert on assigned programs, interfacing with key regional stakeholders and residents regarding decarbonization and load flexibility programs, communicating technical concepts in accessible terms. This role will be responsible for processing applications and invoices and compiling and reporting program data. This role, under direction and support from senior staff, will assume responsibility for more than one aspect of program development, delivery and management, and contribute to several other aspects including goal setting, budget development/management, process development, program marketing and enrollment, regulatory reporting (if necessary) and stakeholder engagement. The Program Associate may coordinate programmatic activities with consultants and collaborate with internal project teams.

This role will be reporting to the Senior Program Manager.

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

- With support from senior staff, serve as a liaison with regional agencies and organizations regarding decarbonization and load flexibility program offerings, and serve as a subject matter expert.
- With oversight from senior staff, develop standard operating procedures, review and process programmatic applications, process incentive payments, review, process, and prepare invoices, and seek opportunities for efficiencies and improvements.
- With support from senior staff, lead the coordination, management, and implementation of customer-facing programs by working closely with Community Power staff, the CAC, consultants, stakeholders, and other partner agencies.
- With support from senior staff, lead aspects of project planning and scoping including collaborating on budgeting, procurement, staffing, scheduling, and metrics development.
- With support from senior staff, develop and conduct requests for proposals, negotiate, implement, and manage contracts.
- Coordinate independently with industry, consultants, customers and other stakeholders involved in program delivery and implementation.
- In coordination with the Public Affairs team, lead aspects of program-related industry and community outreach and education initiatives including making presentations to industry and community groups and coordinating event logistics.
- Assist in a broad variety of program-related data collection, organization, and analysis. Prepare progress reports on a regular basis and clearly communicate updates to senior staff.
- Work closely with the Data Analytics team to create business intelligence and programmatic tracking reports and dashboards.
- Define problem areas and evaluate, recommend, and implement alternative solutions to complex issues and problems
- Monitor program progress in assigned program area(s) relative to goals and make recommendations for improved program delivery.
- Field calls from the public and industry to answer program-specific questions and/or refer to the appropriate staff.
- Research potential funding opportunities and critically evaluate applicability, feasibility, and requirements and make recommendations to senior staff.
- Work closely with procurement staff in drafting and releasing solicitations for goods and/or services.
- Lead or support the drafting of staff reports and presentations for Board and Committee meetings.
- Perform other related duties and responsibilities as required.

KNOWLEDGE, SKILLS, EXPERIENCE AND ABILITIES

Minimum:

- Knowledge and understanding of general decarbonization, demand response, and load flexibility strategies, and associated programs to reach established goals.
- Demonstrated technical skills, or a strong aptitude and willingness to develop expertise in the technical aspects of decarbonization and load flexibility.
- Experience supporting the implementation of programs in one of the following areas: energy efficiency, building decarbonization, demand response, transportation electrification and demand management.
- Strong commitment to sustainability, community energy, and mission driven work.
- Commitment to diversity, equity, and inclusion within the organization and in our communities to build program accessibility and participation, including Community Power's Communities of Concern.
- Knowledge and understanding of the fundamentals of environmental justice and equity principles.
- Knowledge and basic understanding of the CCA business model.
- Establish effective and cooperative working relationships with customers, local businesses, community groups, consultants, interested stakeholders, officials of municipalities, agencies, special districts, and other related agencies.
- Positive, collaborative, supportive team member, excited to work with diverse teams and communities.

- Work independently, strong organizational skills and demonstrated goal setting and self-management to support multiple assignments concurrently.
- Monitor, review, analyze and interpret programmatic decisions, filings and other reports from applicable regulatory bodies.
- Strong work ethic and comfortable taking responsibility, initiative, and working in a dynamic, fast paced, public agency environment.
- Strong communicator who can write and present compellingly and clearly.
- Ability to take and provide critical feedback in constructive ways.
- Strong critical thinking skills including a high tolerance for uncertainty and the ability to identify issues and propose solutions.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to comprehend and adhere to Community Power personnel policies.
- High proficiency with Microsoft Office Suite, Word, Excel and PowerPoint and ability to use virtual meeting applications.
- Experience with data analysis and data modeling and ability to present it visually.
- Experience working with office procedures and practices including correspondence etiquette, and operating office equipment, technology, and programs.
- Ability to travel to meetings and community events to meet with residents and stakeholders. Must have access to reliable transportation, and if driving an automobile, a good driving record. Community Power will reimburse mileage expense at the IRS mileage rate.

Preferred:

- 2-3 years of experience supporting the implementation of programs in one of the following areas: energy efficiency, building decarbonization, demand response, demand management.
- 1-2 years of experience at a community choice aggregator, investor-owned utility, public utility or other public agency.
- Ability to represent the organization in various professional engagement settings from local to national convenings (conferences, workshops, executive meetings, etc.).
- Proficient in verbal communication in multiple languages, Spanish and English preferred.

QUALIFICATIONS AND EDUCATION

Any combination of education and experience that would provide the knowledge and abilities listed. A typical way to obtain the required qualifications would be:

A bachelor's degree from an accredited college or university in environmental studies, energy management, climate change, or any other related field.

AND

One of the following:

- One to two (1-2) years of direct work experience with an electric utility or community choice aggregation agency.

OR

- Two to three (2-3) years of progressive responsibility and experience, preferably in energy program administration or implementation.

Two (2) additional years of professional experience may be used in place of a degree. An advanced graduate degree in a related field may take the place of one (1) year of required professional experience.

WORK ENVIROMENT & CONDITIONS

Prolonged periods sitting at a desk and working on a computer. The position requires occasional carrying, lifting and/or moving objects up to 25 pounds. Occasional local travel required and reliable transportation to be able to attend Community Power events, meetings, and workshops as needed is expected.

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:

Salary Range: The position salary range is: \$84,900 - \$110,400; with exact compensation to be determined by Community Power, depending upon experience.

Benefits: Standard benefits package including but not limited to:

Insurance: Community Power offers group health benefits, including medical, vision, and dental insurance, for eligible FT employees. Community Power pays 100% of health group benefits, including medical, vision, and dental insurance premiums for employees and dependents. Also provided is a \$100,000 Life & AD&D policy, STD and LTD coverage that is 100% paid by Community Power.

Retirement: Community Power offers a 457(b) plan for employee contributions and contributes 10% of eligible compensation to the employee's Money Purchase Plan.

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

