

OPEN POSITION ANNOUNCEMENT

# Communications Associate

Open until filled. Posted December 05, 2025.

*San Diego County, hybrid work schedule set by San Diego Community Power*

## About the Role

The Communications Associate at San Diego Community Power (Community Power) is an excellent writer with a track record of creating compelling content for broad audiences and thrives in a fast-paced environment.

The Associate will be responsible for developing and executing communications strategies that drive awareness and engagement for Community Power's services and programs. Self-motivation, flexibility, attention to detail and the ability to successfully handle multiple projects are essential to this position. The Associate will be a key player in our efforts to build a strong brand identity and establish our agency as a leader in the clean energy industry.

## About San Diego Community Power

San Diego Community Power is a community-driven public agency providing clean energy to nearly 1 million customer accounts across the San Diego region. Formed in 2019, Community Power purchases energy from renewable sources, which SDG&E delivers through its power lines. As a not-for-profit, any revenues beyond operating costs are reinvested in our local communities.

## Commitment to Diversity

Community Power is an Equal Employment Opportunity (EEO) and American Disabilities Act (ADA) employer. Community Power values diversity and is committed to fostering an inclusive environment for all employees. We strive to hire employees reflective of the diverse communities that we serve. We provide equal employment opportunities to all applicants and prohibit discrimination and harassment of any kind, regardless of race, color, national origin, sex, gender identity or expression, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by federal, state or local laws.

## Primary Duties & Responsibilities

- Develops and executes effective communication strategies to increase programmatic awareness and brand recognition for Community Power
- Writes and edits content for Community Power, including press releases, website copy, blog posts, email campaigns and other collateral
- Produces and oversees the production of communications content across teams and departments
- Aligns common messaging and communication strategy across program areas
- Supports media relations with guidance from the Senior Marketing and Communications Manager
- Monitors media coverage and produces a regular clipping report
- Creates and curates engaging and informative content for Community Power's website, email campaigns and other platforms in coordination with the broader Marketing and Communications team
- Stays up to date with industry trends, emerging technologies and best practices for mass communications and digital media marketing
- Collaborates with internal stakeholders to ensure all content aligns with other strategic messaging
- Implements the planning, development, content creation and evaluation of promotional campaigns and collateral
- Supports the development of regular customer communications via newsletter
- Helps build and maintain a consistent brand
- Must be able to work various hours and locations based on business needs
- Attends and/or travels to meetings and community events locally in San Diego and environs to meet with stakeholders. May attend conferences in California and out of state as needed. Has access to reliable transportation, and if driving an automobile, a good driving record. Community Power reimburses mileage expense at the IRS mileage rate
- Other duties as assigned

*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.*

## Skills & Qualifications

- Effective at creating and delivering key messaging
- Advanced methods and techniques for creating effective marketing, media and public relations materials
- Online and social media marketing; media planning and optimization for both traditional and digital advertising channels; data and analytics research and reporting
- Ability to do basic graphic design, photography and video production
- Written and verbal Spanish proficiency preferred
- Strong passion for public service and supporting communities of concern
- Excellent time management skills, ability to effectively work independently or in teams on multiple tasks or projects
- Familiarity with website content management systems such as WordPress. Expertise with search engine optimization a plus
- Familiarity with digital media platforms, such as Google Analytics, social media management tools and advertising platforms
- Ability to work collaboratively in a team environment
- 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
- Familiarity with local media, political, social and economic landscape as well as San Diego regional stakeholders
- High proficiency with the Microsoft Office Suite, including Word, Excel, PowerPoint and SharePoint as well as the ability to use virtual meeting applications
- Must reside in San Diego County or be willing to relocate upon hire
- Ability to work nights and weekends

## Education & Experience

Any combination of education and experience that would provide the above skills and qualifications is acceptable. Typical methods to obtain the required qualifications include:

- Bachelor's degree in communications, marketing or a related field
- Minimum of 2-3 years of experience in communications, digital media marketing, preferably in the renewable energy or utilities industry

## Work Environment & Condition

Prolonged periods sitting at a desk and working on a computer is required. The occasional carrying, lifting and/or moving objects up to 25 pounds is required. Regular travel locally, up to 50% of the time.

Community Power employees work in the office and in the communities we serve. Community Power works to ensure a safe and healthy workplace for its employees and members of the community. Employees are required to be fully vaccinated for COVID-19.

Community Power is a public agency required to adopt and promulgate a Conflict of Interest (COI) Code. 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 candidate accepting this position may be required to file COI forms subject to the regulations of the Fair Political Practices Commission.

# Compensation

## Salary Range

The position's salary range is \$84,900 - \$110,400 with exact compensation to be determined by Community Power, depending on the candidate's experience.

## Benefits

Standard benefits package include, but are not limited to:

**Insurance:** Community Power offers group health benefits, including medical, vision and dental insurance for eligible full-time employees. Community Power pays 100% of group health benefits, including medical, vision and dental insurance premiums for employees and dependents. Community Power also pays for a \$100,000 life and accidental death and dismemberment policy, short-term disability and long-term disability.

**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:** Community Power offers 11 holidays per year, plus a paid winter holiday (between December 24 and December 31); 160 hours of accrued paid time off (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 through Community Power's recruiting platform, Greenhouse. Applicants can access the platform at [Job-Boards.Greenhouse.io/SanDiegoCommunityPower](https://Job-Boards.Greenhouse.io/SanDiegoCommunityPower) or by clicking "View Open Positions" on Community Power's "Careers" webpage: [SDCommunityPower.org/Careers](https://SDCommunityPower.org/Careers).