

OPEN POSITION ANNOUNCEMENT

Paralegal

Open until filled. Posted September 29, 2025.

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

About the Role

San Diego Community Power is seeking a Paralegal an experienced, detailed-oriented, and enthusiastic paralegal to support the General Counsel (GC) and a team of two additional attorneys. The Paralegal will be responsible for a wide range of matters to support Community Power's legal, transactional, and operational efforts. The Paralegal will work under the supervision and direction of the GC.

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

Transactional/Operational

- Work with Community Power's Procurement and Operational teams during solicitation development and contract negotiations by developing initial drafts and turns of solicitations and agreements or amendments utilizing existing Community Power pro formas. Turns include, without limitation, edits requested by the GC or operational teams, Quality-Control review of text, punctuation or formatting, and/or incorporating other edits that advance Community Power's needs or purposes as identified by the GC.
- Prepare first drafts of agreements, including non-disclosure, indemnity/defense/hold harmless, or other ancillary or collateral agreements using existing forms or by researching new form language, as appropriate.
- Identify, use, or develop systems, procedures, processes, or software, as appropriate, to allow for efficient identification and tracking of issues during contract negotiations, including with regard to related, ancillary or collateral documents.

- At the direction of the GC, assist Community Power's Procurement team with the completion of tasks related to competitive solicitations or contract negotiations for non-energy goods and services.
- Assist with and coordinate the drafting, review, and negotiations of redlining of contracts and agreements.
- Review and conduct research on insurance requirements and other related risk management tasks.

Compliance

- At the direction of the GC, conduct basic research, gather any relevant information, prepare initial responses relating to Community Power's compliance obligations relating to Financial Interest Form (Form 700), and assist attorneys in implementing and ensuring compliance with the Public Records Act, or Brown Act, and other public agency legal requirements.
- Review, redact, or bates number documents in response to requests by members of the public or other governmental agencies.
- At the direction of the GC, communicate with and obtain information from the court, including bankruptcy courts, and other governmental agencies.

General Paralegal Responsibilities

- Assist with coordination of GC signature requests or quality control review of agreements.
- Manage the GC's calendar and approve calendaring requests from Community Power's Staff and organize and maintain legal files.
- 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

- Excellent verbal and written communication skills to support the General Counsel and a team of attorneys.
- Proficiency with Microsoft Office Suite, Word, Excel and PowerPoint and ability to use virtual meeting and calendaring applications.
- Have high attention to detail with strong organizational and project management skills.
- Excellent time management skills, ability to effectively work independently, or in teams on multiple tasks or projects.
- Ability to act with consistency, integrity, professionalism, and confidentiality.
- Have a high tolerance for uncertainty but know how to bring tasks to resolution.

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:

The Paralegal must have a minimum of 5 years of paralegal experience. Experience with public agency contracts or procurement of services is highly desired. Experience with public agency laws, such as Public Records Act and Records Retention requirements are also highly valued. Currently, this position is expected to report to Community Power's office a minimum of 2 days per week. (The actual days of the week that the Paralegal will work in the office will be determined by Community Power at the beginning of the Engagement).

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. Occasional local travel and reliable transportation to attend Community Power public meetings, events and workshops on an as-needed basis is required.

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 \$98,100 - \$132,500 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.

