

## OPEN POSITION ANNOUNCEMENT

# Program Associate - SDREN

Open until filled. Posted April 23, 2026.

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

## About the Role

The Program Associate supports the implementation of a range of customer energy programs, primarily through the San Diego Regional Energy Network (SDREN). 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 a Senior Program Manager.

## 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

- With oversight from senior staff, develop standard operating procedures, review, process and seek opportunities for efficiencies and improvements.
- Support senior staff with the coordination, management and implementation of customer-facing programs by working closely with Community Power staff, the Community Advisory Committee, consultants, stakeholders, and other partner agencies.
- Support senior staff with aspects of project planning and scoping including collaborating on budgeting,

- procurement, staffing, scheduling and metrics development.
- Support senior staff with developing and conducting requests for proposals and negotiating, implementing and managing 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 community outreach and education initiatives including making presentations to stakeholders 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 SDREN team to maintain program management tools and create programmatic tracking reports and dashboards.
  - Monitor program progress in assigned program area(s) relative to goals and make recommendations for improved program delivery.
  - Field inquiries from the public and industry to answer program-specific questions and/or refer to the appropriate staff.
  - Support the drafting of staff reports and presentations for Board of Directors and Community Advisory Committee meetings.
  - Perform other related duties and responsibilities as required.

*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

## Required Skills & Qualifications

- Experience in or interest in supporting the implementation of programs in one of the following areas: energy efficiency, building decarbonization, demand response, and distributed energy resources (DERs).
- 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 and supportive team member that is excited to work with diverse teams and communities.
- Ability to work independently, strong organizational skills and demonstrated goal setting and self-management to support multiple assignments concurrently.
- Strong work ethic and comfortable taking responsibility, initiative and working in a dynamic, fast spaced, 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.
- 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 Skills & Qualifications

- 2-3 years of experience supporting the implementation of programs in one of the following areas: energy efficiency, building decarbonization, demand response, or distributed energy resources (DERs).
- 1-2 years of experience at a Regional Energy Network (REN), Community Choice Aggregator (CCA), investor-owned utility, public utility, other public agency or 3rd party program implementer.
- Proficient in digital tools and systems (i.e., Customer Relationship Management) to manage programs and work with quantitative data.
- 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.

## 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:

A four-year degree or higher from an accredited college or university AND a minimum of two (2) to three (3) years of professional experience. Four (4) additional years of professional experience may be used in place of a degree. A graduate degree may substitute for one year of professional experience.

## 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 \$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).

