

### **Summary**

The Energy Program Coordinator (EPC) works under general supervision from the Energy Program Manager and has responsibility for the development and design, analysis and implementation of local energy programs.

### **Job Description**

The Energy Program Coordinator is responsible for working collaboratively with internal staff and external consultants to evaluate, design and implement MBCP's energy-related programming. The EPC will identify education and awareness materials required to secure community participation. Extensive research and data analysis are key elements of the role. Presenting program material and participation in community events may be necessary from time to time.

### **Essential Duties and Responsibilities**

- Collaborate with Communications & External Affairs team and outside consultants on energy program development, design, analysis and implementation.
- Research trends, technology and customer value to support program development and design recommendations.
- Identify, recommend, and in some cases develop, materials and web-based tools to drive customer program participation.
- Deliver presentations to various community groups and local organizations.
- Participate and interact with members of the public to distribute information about MBCP programs at public events.
- Research complementary program funding opportunities.

### **Supervisory Responsibilities**

This position requires no supervisory responsibilities.

### **Minimum Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### *Knowledge of:*

- The organization and operations of a local government agency.
- The mechanics of Community Choice Aggregation and mission/goals of Monterey Bay Community Power, its electric service options and customer programs.
- Electric Vehicle & Charging Station Infrastructure, energy efficiency (fuel switching), storage, DER, Demand Response and other local energy initiatives.
- Design and implementation of social media programs and resources for event coordination.
- Technologies that are key components of energy programs.
- Activities necessary for effective on-the-ground key stakeholder outreach and customer program participation.
- Microsoft Office Suite including Word, Excel, and PowerPoint, and Adobe Acrobat. Extensive

experience and working knowledge of Excel.

- Diverse communities and cultures within the Monterey Bay region

*Ability to:*

- Communicate effectively verbally and in writing. Bilingual Spanish/English is highly desirable.
- Interact effectively with customers, local community groups and organizations, and MBCP staff and consultants.
- Research, analyze and interpret complex data; reach conclusions and make recommendations.
- Make effective presentations to key community groups.
- Manage multiple projects and time efficiently.
- Be detail oriented and multi-task when needed.
- Resolve issues quickly and effectively.
- Take responsibility and work independently, as well as coordinate team efforts.
- Work accurately and swiftly under pressure.

*Experience/Education*

Any combination of education and experience that would provide the knowledge and abilities listed. Typically, equivalent to possession of a bachelor's degree from an accredited college or university in Energy Sustainability, Engineering, Environmental Studies, Computer Science, or a related field. A minimum of 2 years' experience in project management preferably at an electric utility, Community Choice Aggregation (CCA) program or in a closely related field. A Master's degree with project management emphasis may be substituted for work experience.

**Working Conditions**

The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position occasionally requires lifting and/or moving objects up to 15 pounds. MBCP will make reasonable accommodation of the known physical or mental limitations of a qualified application with a disability upon request.

**Licenses/Certificates:**

Possession and continued maintenance of a valid class C California driver's license, automobile insurance and a safe driving record. A DMV report will be required.

**Location and Compensation:**

MBCP is located in the city of Monterey. Compensation for this position ranges from **\$60,000-\$90,000**, commensurate with experience. A full benefits package is also offered as part of salaried employment.

**There is no relocation fund for this position.**

**Equal Opportunity Employment:**

Monterey Bay Community Power is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

**Application Process:**

The position is open until filled. To be considered for this position, please submit a MBCP application, detailed resume including city of residence, and cover letter to: Cynthia Jordan, HR Manager: [cjordan@mbcommunitypower.org](mailto:cjordan@mbcommunitypower.org) Resumes will be screened in relation to the criteria outlined in the job description. Candidates deemed to have the most relevant qualifications will be contacted.