



## **Outreach Representative Part Time Position**

### **Summary**

Monterey Bay Community Power is a Joint Powers Authority public agency formed to bring clean energy to residents and businesses in Monterey, San Benito, and Santa Cruz Counties. The Outreach Representative (OR) works under the specific direction of the Marketing and Communications Manager and/or staff. Monterey Bay Community Power seeks to build its supporting team to increase community outreach, education and engagement through the efforts of this part-time position. **This position is part time at 25 – 30 hours per week. Flexibility in work schedule and ability to work weekends and late hours is absolutely required.**

### **Job Description**

Under staff direction, the OR will perform community outreach by attending events throughout Monterey, Santa Cruz and San Benito Counties to build awareness about Monterey Bay Community Power, as well as assist with general outreach office duties. This position also requires research and analytical tasks for projects and assignments that utilize specific and acquired academic skills and knowledge for a variety of outreach and marketing related activities. The work performed for this position requires great communication, public speaking, creative and independent research skills. OR's will research opportunities and complete tasks in support of business development.

### **Supervisory Responsibilities**

There are no supervisory responsibilities for this position.

### **Essential Duties and Responsibilities**

- Staff community outreach events; may include weekdays, weekends, early and late hours
- Exhibit exceptional organization, communication, writing and presentation skills while interacting with the public
- Assist with the upkeep of various social media accounts
- Contact appropriate community leaders and organizations to schedule educational outreach events at a variety of venues throughout the Tri-County area
- Display passion and enthusiasm while representing the MBCP brand at community outreach events
- Perform tasks of an analytical or research nature for suitable projects, opportunities or ongoing assignments
- Attend community events where MBCP will have a vendor booth and execute the following duties: setup and teardown, staging of vendor booth using design elements to attract the public
- Educate and engage with the public at outreach events
- Drive company vehicle to community events

### **Minimum Qualifications:**

#### **Experience/Education**

Education and experience levels that will provide the specific skills and knowledge to fulfill the OR essential duties and responsibilities. Students registered at an accredited academic institution and **can work flexible hours** and community members interested in our mission are encouraged to apply. Years of experience: 1 to 2 years working with sustainability-focused organizations, community-based organizations and/or interfacing with the public.

#### **Knowledge of**

- Monterey Bay Community Power and the Community Choice Aggregate (CCA) Model in California
- Sustainable energy/carbon-free power
- Social Media Best Practices
- Microsoft Office Suite including Excel, Word, Adobe Acrobat and PowerPoint
- Graphic design skills a plus
- Bilingual English/Spanish skills a plus

### Ability to

- Take responsibility and work independently within MBCP and the greater CCA community
- Manage multiple priorities, meet deadlines, and quickly adapt to changing priorities in a fast-paced dynamic environment
- Demonstrate superior writing skills
- Achieve goals and provide accurate, timely, and meaningful progress updates under pressure
- Be thorough and detail-oriented
- Demonstrate patience, tact, and courtesy at all times
- Orally communicate complex topics in easy to understand presentations to the community
- Establish and maintain effective working relationships with persons encountered during the performance of duties
- Work effectively and professionally as a member of the MBCP Team

### Working Conditions

The physical demands described here are representative of those required for the position. Working hours are varied: early morning setup and evening tear-down, weekends and weekdays. 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 outreach events and providing phone and in-person communication. The position regularly requires lifting and/or moving objects up to 40 pounds. MBCP will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.

### Licenses/Certificates

Must have proof of ability to work in the United States. Possession and continued maintenance of a valid basic class C California driver's license, automobile insurance, and a safe driving record.

### Location and Compensation

MBCP's offices are in the city of Monterey. Our service and outreach areas are in the Tri-County area. Compensation for this part-time, hourly position is \$18/hr. This position is eligible for employee benefits, some on a pro-rated basis. Candidates must also pass a routine background check at the time of hire.

### Equal Employment Opportunity

MBCP is an Equal Employment Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

### Application Process

To be considered for this position, please submit an MBCP application found on our website and a detailed resume for this position to: Cynthia Jordan, Manager, Human Resources: [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 relevant qualifications will be contacted.

[www.MBCommunityPower.org](http://www.MBCommunityPower.org)

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