



## **Job Description: Program & Community Engagement Analyst**

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### **Summary**

The Program & Community Engagement Analyst works under direction of the Director of Customer Care and Marketing and has broad responsibilities for advancing Valley Clean Energy's (VCE's) programs and community engagement.

### **Job Description**

The Program & Community Engagement Analyst works independently and within a team environment to design, develop, and operate new programs for VCE; cultivate relationships with key stakeholder groups; communicate VCE's central messages via community presentations, social media, and collateral; and analyze complex electric industry issues. This team member may also coordinate community events and customer outreach, as well as organize and train volunteers and interns.

### **Responsibilities**

- Work with staff, Community Advisory Committee (CAC) and VCE Board task groups to plan, implement, monitor, and evaluate programs to meet customer needs and reduce GHG emissions
- In-person and virtual engagement with customers and key stakeholders on education, billing information, rate transitions, program options, and, community events and organizations
- Assist with development of agency collateral, surveys and focus groups
- Coordinate social media strategy and implementation
- Develop marketing and promotional strategies to increase program participation, achieve program goals, and research of and application for program funding through grants and other outside funding sources to supplement internal programs funding
- Assist in the development and management of VCE's program and marketing budgets, and prepare staff reports and presentations for the Board of Directors and Community Advisory Committee as needed
- Develop collaborative relationships with community leaders and key stakeholders
- Use data analytics to monitor and evaluate current trends to inform marketing and program strategies

### **Minimum Qualifications**

- Bachelor's degree in communications, public administration, environmental planning or a related field
- Two years of experience in utility program development, and community outreach and engagement
- Must excel in written and verbal communications
- Ability to maintain effective working relationships with internal and external stakeholders
- Exercise sound judgment, professionalism and creative problem-solving skills
- Prepare and deliver effective presentations
- Synthesize and communicate complex topics to technical and non-technical audiences
- Make informed decisions based on VCE's strategic goals, policies, and regulatory compliance

- Work occasional weekends and evenings as necessary

### **Desired Qualifications**

- Experience working in a public utility, investor owned utility, Electric Cooperative, and/or a Community Choice Energy program is desirable
- Knowledge of Community Choice Aggregation (CCA) agencies, programs, and professional networks
- Knowledge of energy efficiency and transportation electrification issues and strategies
- Familiarity with Yolo County and its diverse communities and environmental justice issues
- Ability to speak both English and Spanish preferred
- Experience in grant writing and management

### **Working Conditions**

This position will be based at VCE's offices located in Davis, CA. Flexible schedules and remote working schedules are negotiable.

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 requires the ability to communicate clearly both verbally and in writing. The position occasionally requires lifting and/or moving objects up to 20 pounds. VCE 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 or the ability to provide alternate transportation as approved by the CEO and a safe driving record.

**Compensation:** The salary range for this position is \$60,000-\$85,000 commensurate with experience. A full benefits package is also offered as part of salaried employment.

**Equal Opportunity Employment:** VCE 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 detailed cover letter, resume and three professional references no later than September 28, 2021 for first review:

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Following the filing date, resumes will be screened in relation to the criteria outlined. Candidates deemed to have the most relevant qualifications will proceed with the selection process which may include a written examination, oral interview, or a combination of the two.