

# Job Announcement

Location: Monterey, California

This is not a remote work position

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## Energy Programs Analyst

Central Coast Community Energy (3CE) is looking for a dynamic individual with a passion for advancing clean energy programs in our community. The Energy Programs Analyst is part the Energy Programs team and will be responsible for assisting in the development and implementation of 3CE's energy programs. The Analyst will perform research, solicit community feedback, and conduct analysis to develop and manage energy program activities. The ideal candidate will demonstrate initiative, attention to detail, strong communication skills, adaptability, and the ability to work cooperatively with various departments and community groups. Excellent analytical and communication skills are key qualities for success in this position.

### **Key Responsibilities:**

- Identifies trends in energy technologies, utility programs, and customer needs to support program development and design recommendations.
- Collaborates with 3CE department teams and outside consultants on energy program development, design, analysis, marketing and outreach, and implementation.
- Identifies, recommends, and develops materials and web-based tools to drive customer program participation.
- Tracks and reports program success through metrics, analytics, customer relationship management tools, and other program tracking tools.
- Manages day-to-day operations of assigned energy programs.
- Delivers presentations to various community groups and local organizations.
- Participates and interacts with members of the public to distribute information about 3CE programs.
- Identifies complementary program funding opportunities.
- Compiles research, makes recommendations, and drafts staff reports for manager review and presentations for Board and Committee meetings.

**Minimum Qualifications:** Any combination of education and experience that would provide the knowledge and abilities listed. A typical way to obtain the require qualifications would be: Education and experience equivalent to a bachelor's degree from an accredited college or university in science, technology, business, communications, or a related field. **AND** A minimum of two (2) years of progressively responsible energy programs or working in electric utility, Community Choice Aggregation, or closely related field. A Master's degree in related field may be substituted for work experience.

**Salary and Benefits:** The salary is based upon qualifications and experience of the chosen candidate with a range from \$61,000 to \$110,100 annually. 3CE offers a range of employee benefits, including but are not limited to: 401(a) Retirement, Health Premium Contribution, Flexible Spending Account, Short- & Long-Term Disability, Life, Employee Assistance Program, Paid Time Off, and Paid Holidays, Cell Phone Stipend, Paid Family Leave of 12 weeks after one year of employment at 3CE.

**HOW TO APPLY:** To be considered for this exciting opportunity, please apply on our careers site here:

<https://3cenergy.org/careers/>

**Deadline to Apply:** First review of applicants will occur upon April 26, 2021 and applicants are encouraged to apply early in the process.

**Selection Process:** The most qualified candidates will be invited to one or more interviews. Candidates will be advised of the status of the recruitment following finalist selection. If you require an accommodation during the selection process, please notify Mi Ra Park at [mpark@3CE.org](mailto:mpark@3CE.org).

**About Us:** 3CE is a locally controlled public agency providing clean and renewable electricity to residents and businesses in 33 communities across the Central Coast comprising of Monterey, Santa Barbara, San Benito, and Santa Cruz Counties and certain cities in San Luis Obispo County. We are based on the proven local energy model called community choice aggregation (CCA) that partners with the invest owned utility (in our case PG&E and Southern California Edison) which continues to provide consolidated billing, power transmission and distribution, customer service and grid maintenance services.