

**ENERGY & SUSTAINABILITY PROGRAM ASSISTANT** - Coachella Valley Association of Governments (CVAG) - (Salary grade: \$46,129 - \$63,517 annually, plus a generous paid benefits package including PPO/HMO.) Performs a wide variety of duties for energy and sustainability programs, including Desert Community Energy and Inland Regional Energy Network. Have good knowledge of office practices including work planning, organization, records management, office software. Strong oral and written communication skills. Duties include administrative and program support for energy program implementation, community outreach, preparing informational materials. Familiarity with energy efficiency, renewable energy, sustainability desirable, but not required. **REQUIREMENTS:** Equivalent to or completion of high school. Ability to speak Spanish is desirable. **APPLY BY:** 5 p.m. on May 18, 2022. **CVAG application, resume and cover letter required.** Applications and full job description may be obtained at: [www.cvag.org](http://www.cvag.org) or at: CVAG, 73-710 Fred Waring Dr., Ste. 200, Palm Desert, CA 92260 or by calling (760) 346-1127.