



## **JOB DESCRIPTION ENERGY & SUSTAINABILITY PROGRAM ASSISTANT**



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### **BASIC FUNCTION**

The Energy & Sustainability Program Assistant will perform a wide variety of duties and related work as required for energy and sustainability programs and committees, including Desert Community Energy, Inland Regional Energy Network (I-REN) and the CVAG Energy and Environmental Resources Committee. The ideal candidate for this position will have experience performing the functions as set forth in this description, as well as strong oral and written communication skills, well-developed computer skills, and proficiency with the full range of Microsoft software (i.e., Word, Excel, PowerPoint) as well as other office software. The Energy & Sustainability Program Assistant will be responsible for providing program and administrative support for Desert Community Energy, I-REN and other CVAG energy/sustainability programs including recycling, energy efficiency, and resource conservation. The ability to work independently, use initiative, exercise sound judgment, set priorities, and meet critical deadlines is essential.

### **REPRESENTATIVE DUTIES**

Responsibilities may include, but are not limited to the following:

- Provide administrative and program support to various energy and sustainability programs, including Desert Community Energy and I-REN. Assist with varied tasks such as preparation of written materials, community outreach, program implementation, general project administration, coordination of various meetings, and related duties.
- Represent CVAG, Desert Community Energy and I-REN in a professional and positive manner, with elected officials, partner agencies, and the public.
- Explore and research potential customer programs, opportunities, grants, and partnerships. Assist with development and implementation of customer programs including energy efficiency, weatherization, electric vehicles, renewable/carbon free energy, green building, and other programs.
- Assist with customer service and responses to customer inquiries for Desert Community Energy; maintain tracking log of customer inquiries, concerns, responses.
- Assist with coordination of the Community Advisory Committee for Desert Community Energy, including maintain meeting schedule, assist and provide information to members as needed, prepare meeting notes, assist with meeting preparation and presentations.
- Assist with design and development of various outreach materials, talking points, fact sheets, website content, informational flyers, and presentation materials.

- Assist in monitoring compliance with state and other regulatory requirements and submittal of compliance documents in coordination with other staff and consultant team. Prepare annual calendar and provide updates to DCE staff/consultants.
- Complete word processing and editing tasks; prepare letters, memorandums, reports, follow-ups, or other materials; check and tabulate statistical data; prepare and maintain Excel spreadsheets.
- Assist with tracking contracts and program expenses for consistency with budget, funding sources as needed for various programs.
- Support department directors and other staff by coordinating meetings with local groups, partner agencies and organizations, neighborhood and business groups and other community stakeholders.
- Assist with preparation and submittal of grant applications; monitor and track grant revenues and expenditures, prepare and submit progress reports to issuing/governing agencies; research grant opportunities.
- Assist with preparation of agenda packets for assigned committees in cooperation with other department staff; assist with pre-meeting set-up and administrative support for committee meetings.
- Organize and maintain file systems; manage department files including digital files, records and indexes; receive, sort, distribute and file correspondence.
- Perform other tasks as directed, including special assignments for the Executive Director.

## **KNOWLEDGE OF**

- Various environmental issues including energy efficiency, renewable energy, solid waste and recycling, sustainability.
- Dealing with various partners including utilities, government agencies, consultants, and stakeholder groups.
- CVAG's programs and the challenges and opportunities for the Coachella Valley as it pertains to renewable energy, sustainability, energy efficiency, recycling, and resource conservation.
- Development of professional visual and written materials, including graphics, in order to convey a message in clear, concise language.
- Office practices and procedures, including work planning, organization, and the operation of standard office equipment.

## **MINIMUM QUALIFICATIONS**

Equivalent to or completion of high school (twelfth grade), including or supplemented by specialized, applicable courses. Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. Ability to maintain excellent positive working relationships with staff, elected officials, consultants, and the general public. Have a good

knowledge of office practices and procedures, including work planning, organization, records management and the operation of computers, other standard office equipment. Familiarity with environmental issues, natural resources, renewable energy, climate change, and sustainability helpful.

### **DESIRED QUALIFICATIONS**

- Exceptional written and verbal communication skills.
- Strong organizational skills, initiative, and flexibility to work in a multi-faceted organization.
- Proficiency in Microsoft Office programs and well-developed computer skills
- Ability to work independently, exercise sound judgement, set priorities, meet critical deadlines, address and prioritize multiple tasks simultaneously, and work amid interruptions.
- Ability to participate in developing goals, objectives, policies, procedures, and work standards.
- Plan, research, organize, coordinate, and help implement a variety of community outreach and communications.
- Experience in updating websites.
- Ability to work effectively with diverse groups of different ages and various socio-economic backgrounds; listen to and discuss problems and complaints tactfully.
- Experience completing clear and concise reports, correspondence, policies and other written and visual materials.
- Ability to establish, maintain, and foster positive and effective working relationships with other staff, consultants, community stakeholders and others contacted in the course of work.
- Bilingual and ability to communicate in Spanish is a plus but not required.

### **PHYSICAL CONDITION**

Essential and marginal functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time.

Opportunities to working from home or remotely will be considered for some portion of the work schedule.

### **LICENSES AND CERTIFICATES**

Valid California Driver's License, Class C.

### **CLASSIFICATION**