Who We Are

Clean Power Alliance (CPA) is Southern California’s locally operated community choice aggregation (CCA) electricity provider across 32 communities within Los Angeles and Ventura counties, providing clean renewable energy at competitive rates. CPA is the largest CCA in California and fifth-largest electric load serving entity in the State, serving over three million residents and businesses through approximately one million customer accounts.

What You’ll Do

CPA is seeking an experienced, detail-oriented, and enthusiastic professional to join our growing team as External Affairs Manager, based in Ventura County. The External Affairs Manager will serve as liaison between CPA’s internal team and the local governments and community stakeholders in CPA’s Ventura County service territory and will be responsible for ensuring these regional leaders are informed about CPA’s operations and programs. This role involves direct communication with local elected officials, city and county staff, community-based organizations, chambers of commerce / business associations, and customers. The External Affairs Manager will participate in and/or manage other special projects to support CPA’s external goals.

Who You’ll Work With

You will work closely with CPA’s member agencies, community stakeholders, and the marketing and outreach, customer programs, customer service and account management teams. The External Affairs Manager reports to the Director of External Affairs.

Commitment to Diversity

At CPA, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and intend to hire employees that reflect our communities. Clean Power Alliance provides equal employment opportunities to all applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Culture

CPA fosters a culture of open communication, responsibility, and intellectual curiosity. As a small team building the largest CCA in California, high levels of trust, collaboration, and mission alignment are key. We value transparency, responsiveness, and innovation.

Successful Candidates Must Demonstrate the Following Abilities:

- Enjoy engaging with passionate internal and external stakeholders
- Be a strong communicator who can write compellingly and clearly
- Have a high tolerance for uncertainty but know how to bring things to resolution
- Have a strong work ethic and be comfortable taking initiative and working in a fast paced, start-up environment
• Work well on diverse teams and with consultants
• Be able to interpret and explain policies, procedures, and regulations
• Translate complex technical information into non-technical messages for customers
• Be able to organize and carry out projects with minimal instruction, compose correspondence independently based on policy and guidelines and maintain complex records

Duties and Responsibilities

• Serve as liaison to the County of Ventura and seven cities in Ventura County that are members of CPA to ensure they are informed about CPA’s ongoing service operations, customer program activities, and policy initiatives, and resolve issues with CPA service that arise at the local government level.
• Build and maintain relationships with key stakeholders in the labor, business, environmental and social justice communities, along with neighborhood and community development organizations.
• Identify and develop new partnerships that can strengthen CPA’s role as a leader in the clean energy industry and in the region; represent CPA in such partnerships in Ventura County.
• Represent CPA and speak at various public events on behalf of CPA to clearly articulate its vision for cleaner power at competitive rates, local control, and customer programs.
• Engage with CPA’s Community Advisory Committee members that represent Ventura County communities to ensure the needs of Ventura County are appropriately reflected in the Advisory Committee’s work.
• Prepare and deliver effective staff reports and presentations to the Board of Directors and Committees.
• Collaborate with CPA’s marketing and outreach staff in engaging with customers on social media, through digital and print materials, media, and other communication channels.
• Respond to residential customer inquiries and support CPA’s account services and customer service teams in bringing customer issues to resolution.
• Other duties as assigned.

Qualifications

Candidates must have a bachelor’s degree in Public or Environmental Policy, Political Science, Communications, or a related field and a minimum of three years of government affairs and/or community relations experience. Energy sector experience and familiarity with Ventura County regional issues and stakeholders are highly desired. Spanish language, social media and digital communication skills are a plus.

Required Skills

• Excellent verbal and written communication skills
• Excellent organizational, scheduling, time management skills and attention to detail
• Ability to act with integrity, professionalism, and confidentiality
• Proficient with Microsoft Office Suite and Adobe Pro software
• Knowledge of modern office procedures and practices including preparing correspondence, filing, and operating modern office equipment; correct English usage, grammar, spelling, vocabulary, and punctuation
Salary and Benefits

The salary range for this position is $80,000-100,000, with exact compensation to be determined by Clean Power Alliance, dependent on experience. Benefits include health care, a 401(k)-like match program, paid vacation, and sick leave. This is not a civil service position.

How to Apply

Candidates should send a succinct and well-written cover letter and resume with 3 references to jobs@cleanpoweralliance.org. The start date for the position is as soon as possible and will remain open until filled.