



Community Solar Program Associate

Who We Are

Clean Power Alliance (CPA) is Southern California's locally operated non-profit default electricity provider for 32 communities within Los Angeles and Ventura counties and the 5th largest electricity company in the State of California. We provide clean renewable energy at competitive rates to over three million residents and businesses through approximately one million customer accounts.

What You'll Do

CPA is seeking an experienced, detail-oriented, and highly motivated professional to join our growing team as Community Solar Program Associate. The Community Solar Program Associate will facilitate education, outreach, and recruitment activities in CPA's Disadvantaged Community Green Tariff (DAC-GT) and Community Solar Green Tariff (CSGT) programs, collectively called Power Share. The Program Associate will serve as a liaison between customers, external stakeholders and internal teams, and the ideal candidate will be comfortable moving from internal analysis to external customer interaction daily. This is a challenging opportunity to play a key role in developing customer and community programs aimed at rapidly reducing greenhouse gas emissions while focusing on low-income customers and communities.

Who You'll Work With

The Community Solar Program Associate will work under the direct supervision of the Community Solar Program Manager and will work closely with the Director of Customer Programs, Customer Programs staff, External Affairs and Marketing teams. The Community Solar Program Associate will closely collaborate with disadvantaged community members, organizations, contractors and developers, as well as outside consultants, customers and community leaders to effectively implement the programs.

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 that has quickly built the largest Community Choice Aggregation program in the country, high levels of trust, collaboration, and mission alignment are key factors in success. We value fact-based creativity in our work, accountability with our stakeholders, and promote ethical engagement and diversity with our brand.

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/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

- **Program Implementation:** Support program launch and implement CPA's DAC-GT and CSGT customer programs in accordance with CPA's implementation plan, while incorporating stakeholder input, industry best practices, and market trends to ensure program success.
- **Marketing and Customer Acquisition:** Conduct marketing and outreach activities to publicize the DAC-GT and CSGT programs and recruit customers and community sponsors in collaboration with CPA's External Affairs team, member agencies, and community partners.
- **Measurement, Analytics, and Verification:** Work with Program Manager to track indicators to measure program effectiveness, analyze program outcomes to modify implementation activities, and develop and implement verification protocols to support cost and environmental effectiveness claims.
- **Regulatory Compliance:** Prepare documents and reports to demonstrate compliance with program requirements for submittal to the CPUC.
- **Oral Presentations:** Make oral presentations to CPA's customers and community & industry groups.
- **Other duties as assigned.**

Qualifications

- Candidates must have a bachelor's degree in a related field and a minimum of 3 years of work experience with environmental programs, community outreach and/or customer education experience. Experience in utility program/project implementation, knowledge of solar industry community solar, and/or programs funded by the CPUC, and knowledge and understanding of the CCA business model preferred. Start-up experience is highly desired. Must be able to sit at a desk and work on a computer for prolonged periods.

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

- Knowledge of modern office procedures and practices including preparing correspondence, filing, and operating modern office equipment; correct English usage, grammar, spelling, vocabulary, and punctuation
- Proficient with Microsoft Office Suite, particularly Excel and PowerPoint

Salary and Benefits

The salary range for this position is \$65,000-85,000, 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.