



External Affairs Manager – Los Angeles County

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, creative, detail-oriented, and enthused professional to join our growing External Affairs team as External Affairs Manager in Los Angeles (LA) County. The External Affairs Manager will serve as liaison between CPA's internal team and the local governments and community stakeholders in CPA's LA 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. This is the perfect role for someone wanting to fight climate change and who understands that a key element of that mission is building and maintaining key relationships throughout the LA County service area.

Who You'll Work With

The External Affairs Manager – LA County reports to the Senior Director, External Affairs and works very closely with other members of the External Affairs Team, consultants, and subject matter experts in other departments within CPA, including operations, strategy, programs, policy, and customer care.

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:

- Excellent written and verbal communication skills.
- Professional demeanor and excellent judgement.
- Excellent public speaker.
- Ability to create and deliver effective presentations to internal and external audiences.
- Deliver high-quality customer service to stakeholders.
- Strong project management and organizational skills.
- Ability to handle the pressure of meeting tight deadlines
- Have a strong work ethic and be comfortable taking initiative/working in a fast paced, start-up environment.
- Be highly collaborative and work well on diverse teams, including consultants.

Duties and Responsibilities

- Serve as liaison to the County of Los Angeles and cities in LA County that are members of CPA to ensure they are informed about CPA's ongoing service operations, customer program activities, and policy initiatives, and collaboratively 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 LA 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.
- Prepare and deliver effective staff reports and presentations to the Board of Directors and Board 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.
- Support CPA's account services and customer service teams in bringing customer issues in LA County to resolution.
- Other duties as assigned.

Qualifications

- At least five years' experience in community relations, external affairs, government relations or a related field.
- Bachelor's degree in Communications, Political Science, Urban Planning, or similar field.
- Experience working with elected officials and municipal staff throughout the Southern California region.
- Experience working with a government entity that also serves customers.
- Ability to use the Microsoft Office suite of programs (Word, PowerPoint, Outlook, Excel, etc.)
- Ability to sit at a desk and work on a computer for prolonged periods.
- Currently, this position is temporarily remote; however, when the office reopens in January 2022, this position is expected to report to our downtown Los Angeles office 2- 3 days per week. (The actual days of the week to be worked in the office will be determined by CPA, not by the candidate.)

Skills Desired

- Presentation and public speaking skills.
- Issues management and resolution.
- Customer service attitude.
- Exceptional writing skills.
- Ability to synthesize technical information into easily digestible stakeholder and customer-friendly messaging.
- Bi-lingual in Spanish or Chinese.
- Cultural competency and/or experience working with diverse communities.
- Experience in the energy industry and/or environmental advocacy.

Salary and Benefits

The salary range for this position is \$98,580 to \$133,740 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; however, all CPA employees are required to submit a Statement of Economic Interests form, also known as the Form 700.

How to Apply

Candidates should apply at

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=4001946.

The start date for the position is as soon as possible and will remain open until filled.