REDWOOD COAST EnergyAuthority

County of Humboldt • Arcata • Blue Lake • Eureka • Ferndale • Fortuna • Rio Dell • Trinidad • Humboldt Bay Municipal Water District

# Program Coordinator – Community Strategies Position #256

The Redwood Coast Energy Authority (RCEA) is recruiting a Program Coordinator to support our marketing and public engagement efforts.

**Compensation**: $16.27 - $20.37 per hour (24-40 hours per week) with a limited term. Appointments typically start at the beginning of the hourly range.

**Term**: Appointment is six months with the potential for extension up to 2 years contingent upon budget and performance.

The primary duties of the Program Coordinator role are associated with promoting and supporting RCEA's many programs and services. This position will perform most of their work in the office Monday through Friday but is anticipated to spend up to 20% of their time at evening and weekend events, depending on the time of year.

The Community Strategies Program Coordinator reports to the Community Strategies Manager. Duties include helping with strategic marketing campaigns, helping coordinate and attend events, workshops, community meetings, fairs and festivals, presentations, and other public-facing opportunities; assist with developing content for marketing and advertising collateral, website, social media platforms, newsletters, press releases; assist with video production and photography; help with front desk and phone customer interactions; lobby displays and specific program initiatives as needed. Duties may vary and are subject to change.

The Community Support Program Coordinator will interact with the public regularly and work across all departments at RCEA, so the ability to work with a variety of individuals in a dynamic office environment is essential. An interest in local energy issues, sustainability, and the environment a plus.

Candidates with experience in any of the following areas are encouraged to apply: public affairs, journalism, marketing, graphic design, videography, photography, web design, social media, project coordination, sales, and/or office management. Candidates with the following characteristics may excel in this role: project and team-oriented, self-starter mentality, able to manage multiple projects simultaneously, have a sense of humor and ability to work under pressure, attentive to detail, enjoys customer service, creative, resourceful, adaptive and sociable.

RCEA is a joint powers agency established in 2003, located in Eureka, California. RCEA's purpose is to develop and implement sustainable energy initiatives that reduce energy demand, increase energy efficiency, and advance the use of clean, efficient and renewable resources available in the region. RCEA launched a Community Choice Energy program in 2017 through which we are procuring electricity for Humboldt County residents and businesses.

## Application Instructions:

Applicants must submit an RCEA Employment Application, resume and cover letter to RCEA, 633 3rd Street, Eureka CA 95501, or to hr@redwoodenergy.org. Attn: Program Coordinator Position #256 Incomplete application packages are subject to immediate disqualification. Applications are available at www.redwoodenergy.org.

## Application Deadline:

**This position is open until filled. The first application review will be January 17, 2019**.