



REDWOOD COAST Energy Authority

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

Program Coordinator – Community Strategies

Position #271

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

Compensation: Full-time, 40 hours/week at \$18.87 to \$23.63 per hour (\$39,258 to \$49,151 annually) with standard RCEA benefit package (including medical/dental/vision insurance, paid vacation (starting at 10 days/year), sick leave (8 hours/month), 14 annual paid holidays, and 457(b) deferred compensation plan (includes employer match up to 7%). Appointments typically start at the beginning of the hourly range.

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.

Reporting to the Community Strategies Manager, the Community Strategies Program Coordinator's responsibilities include managing the front desk and customer phone inquiries; assisting with strategic marketing campaigns, coordinating events, workshops, presentations, Community Advisory Committee meetings, and other public-facing opportunities; collaborating on development of content for marketing and advertising collateral, website, social media platforms, newsletters, and press releases; possibly helping with video production and photography; and specific program initiatives as needed. Duties may vary and are subject to change.

The Community Strategies Program Coordinator will interact with the public regularly and interface with 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: sales, customer service, and/or office management, public affairs, journalism, marketing, graphic design, videography, photography, web design, social media, project coordination. 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, reliable, creative, resourceful, adaptive, and sociable.

RCEA is a local government 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 #271 Incomplete application packages are subject to immediate disqualification. Applications are available at <https://redwoodenergy.org/employment/>.

Application Deadline:

This position is open until filled.

Vaccination requirement:

Due to the close contact this role will have with RCEA staff in the office setting, documentation of vaccination against the coronavirus is a condition of employment. Applicants who seek reasonable accommodation for this requirement, based on medical condition or sincerely held religious belief should contact RCEA's Human Resources staff at hr@redwoodenergy.org or 707-269-1700.

The Redwood Coast Energy Authority is committed to a diverse workforce and is an equal opportunity employer. RCEA maintains and promotes a policy of nondiscrimination and nonharassment on the basis of race, religion, color, sex, age, disability, veteran or marital status, sexual orientation, gender identity, national origin or genetic characteristic. RCEA strongly encourages people of color, women, and those who identify as LGBTQ to apply.