



REDWOOD COAST
EnergyAuthority

Position Announcement • Open until Filled

Community Strategies Manager

Redwood Coast Energy Authority (RCEA) is seeking a Community Strategies Manager to be the leading member of the Community Strategies Team. The Community Strategies Manager oversees RCEA's marketing and community engagement efforts, manages the RCEA front office, and provides staff supervision.

This is an exciting opportunity for a passionate candidate seeking a challenging and rewarding career path in a growing field. Daily activities emphasize creative marketing and outreach, customer education, and providing excellent customer service. Applicants with prior marketing or public relations experience, but limited energy or public sector experience, will be considered.

If you prioritize working for an organization that focuses on community service, fosters a team atmosphere, and supports enterprising approaches, you may be a great addition to our team.

The Ideal Candidate

Under general direction, the Community Strategies Manager has responsibility for a wide range of matters related to RCEA's community engagement and marketing efforts, including facilitating stakeholder partnerships and public engagement, outreach activities including advertising, digital marketing presence, event coordination, and other day-to-day communications and public relations activities. This position manages the planning, staffing, and oversight of the Community Strategies team, which includes customer service and front office functions. The position requires knowledge of community outreach and engagement strategies, public relations, and marketing for an organization with multiple programmatic areas of focus.

Specific Activities May Include:

- Work closely with RCEA Directors to deepen and refine all aspects of public communications
- Develop and implement a community engagement strategic plan, including strategies for targeted outreach for rural, hard-to-reach and equity priority communities and facilitate ongoing Tribal engagement.
- Work closely with RCEA Directors and program teams to develop and distribute press announcements and respond to press inquiries
- Plan, organize and implement a wide variety of events including community meetings and press conferences
- Coordinate the preparation of organization and program collateral and promotional material
- Oversee front-office duties including main reception and general inquiries
- Oversee necessary updates to the website design and content
- Provide supervision to assigned staff members
- Act as liaison with third party contractors specific to the Community Strategies team
- Support the ongoing implementation of RCEA's Racial justice Plan and actively engage in equity, diversity, and inclusion efforts within the organization.

(Duties are illustrative and may vary, please review full Job Description for more information)

Candidates with the following characteristics may excel in this role:

- Experience creating marketing communications, community and media relations, and public education; bilingual language skills are a plus.
- Dedicated to principles of Environmental and Social Justice
- Familiar with best practices for event planning and front office services
- Eager to support customers
- Goal-driven and skilled in facilitating teamwork
- Experienced in pioneering solutions, processes, and tools
- Ability to work well independently
- Proficiency with MS 365 applications, Adobe Creative Suite, e-mail and listserv marketing platforms, and web development tools such as Joomla, Dreamweaver, HTML or equivalent
- Applicants well-qualified in other areas but with limited energy experience will be considered



REDWOOD COAST
EnergyAuthority

Compensation and Benefits



RCEA offers an attractive compensation and benefits program. The salary range for this position is \$88,887 to \$111,495 annually, plus competitive benefits package. Appointments typically start at the beginning of the pay range.

The competitive benefits program includes:

- **Retirement:** Employees have the option of participating in a 457(b) deferred compensation plan. RCEA contributes \$4,000/year and an amount equal to up to 4% of employees' gross salary to a 401(a) deferred compensation plan. RCEA will also match up to 3% of employees' voluntary contributions.
- **Insurance:** Employer-paid health, vision, and dental insurance is available for employees and their qualified dependents. RCEA will pay 100% of the monthly premiums for eligible employees and 50% of the monthly premiums for their dependents.
- **Vacation:** 15 days of vacation per year, increases with time in service.
- **Holidays:** 15 holidays per year, including three floating holidays.
- **Sick Leave:** 8 hours sick leave per month.

RCEA is proud to be a qualified employer under the U.S. Department of Education's Public Service Loan Forgiveness (PSLF) Program.

Work Location:

This position will work in person at RCEA's main office location in Eureka, CA. Flexible and hybrid work schedules may be considered upon hire. Proof of COVID-19 vaccination required.

Apply

Applicants must submit an RCEA Employment Application, Resume, and Cover Letter to: RCEA, 633 3rd St, Eureka, CA 95501, Eureka, CA 95501 or hr@redwoodenergy.org, Attn: Community Strategies Manager.

Incomplete application packages are subject to disqualification. Please include position #291 in your cover letter and in the subject line if you submit your application by email.

Application forms are available at: www.redwoodenergy.org/employment/





Meet RCEA



**Humboldt
County has a
long history of
innovation and
leadership.**

RCEA is a local government joint powers agency located in Eureka, CA. RCEA was formed in 2003 by the County of Humboldt and incorporated cities within the county to create a local government organization devoted to developing and implementing 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 implements energy efficiency projects and programs through our Demand Side Management (DSM) department, which are supported through ratepayer funding from the California Public Utilities Commission, partnership programs with Pacific Gas and Electric Company, RCEA's Community Choice Energy Program, and various grants. These include a wide and expanding range of residential, commercial, and public agency services to promote energy efficiency, electrification, demand response, decentralized renewable energy production and storage, and more with the overall goal of reducing greenhouse gas emissions.

Redwood Coast Energy Authority is committed to a diverse workforce! RCEA strongly encourages people of color, women, and those who identify as LGBTQ to apply.

EQUAL EMPLOYMENT OPPORTUNITY / EMPLOYMENT ELIGIBILITY

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 anti-harassment based on race, religion or religious creed, color, age, sex, gender, sexual orientation, national origin, ancestry, marital status, medical condition, mental or physical disability, military service, or any other classification protected by federal, state, or local laws in its process of recruitment, selection, promotion, or other conditions of employment.

Reasonable accommodation may be made in the testing procedure as well as the work site. If you need accommodation for an exam due to a disability, please contact the Human Resources office (hr@redwoodenergy.org, or 707-269-1700 x318).

In accordance with the Immigration Reform Act of 1986, RCEA must verify, once an employment offer has been made, that all persons have written proof of their right to work in the United States.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED.