



REDWOOD COAST EnergyAuthority

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

Coordinator – Regional Energy Network

Position #299

Compensation: \$27.25 to \$34.03 per hour

Appointments typically start at the beginning of the hourly range.

Redwood Coast Energy Authority (RCEA) is seeking a full-time program Coordinator to support our Northern California Rural Regional Energy Network (RuralREN) administration. The Coordinator's primary role is to facilitate collaborative work between RuralREN partners across Northern California as part of administering the REN programs. This includes organizing meetings, task management, managing calendars, preparing correspondence and other documents and maintaining files and reports.

Under the supervision of the RuralREN Portfolio Manager, this role supports essential operations, including general and clerical duties of the RuralREN administration. This position requires knowledge of general office tasks, business software, and clear verbal and written communication. Some travel may be required.

Activities include:

- Scheduling meetings and managing calendars across the RuralREN Partners for program development, governance and other operations.
- Developing agendas, attending meetings, note-taking, time management, and publishing minutes for Governing Partner meetings.
- Developing, organizing, maintaining, and archiving a variety of files and records, primarily electronic, on local servers and on the cloud.
- Preparing, editing, and proofreading documents.
- Supporting the needs of the RuralREN Analyst with duties related to data entry and reporting.
- Using specialized software and/or tools for task management across Partners and Consultants.
- Professional correspondence with Partners and Consultants through verbal and written communications.

(Duties may vary and are subject to change, please review Job Description for more information)

Candidates should be:

- Passionate about reducing greenhouse gas emissions and increasing local energy resiliency.
- Interested in serving the unique needs of rural communities.
- Highly organized with demonstrated ability to organize tasks across teams.
- Competent with office software such as Word, Excel, Outlook and web browsers.
- Able to handle multiple tasks with stringent time constraints.
- clear and effective when communicating both through verbal and written means.

The Ideal Candidate is:

- Experienced with energy programs, non-profit organizations, or local government agencies.
- Familiar with MS tools for collaboration such as Sharepoint and Teams.
- Experienced with task management tools such as Monday.com.
- Experienced with coordination of a program or programs across multiple organizations.

Well-qualified applicants with limited energy efficiency 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 the team.

Work Schedule and Benefits:

This position is a non-exempt full-time assignment, scheduled for 40 hours per week. This position will perform most of their work at RCEA's central office location in Eureka, CA. Office hours are 8 am-5 pm Monday through Friday.

All full-time positions enjoy RCEA's benefit package which includes employer paid medical, dental, vision insurance (RCEA pays the full premium for single coverage, with 50% share for 2-party and families), employer sponsored EAP and \$25,000 Life Insurance, paid vacation (starting at 15 days/year), sick leave (8 hours/month), 15 annual paid holidays, \$4,000 401(a) Employer contribution with up to 7% employee match, and 457(b) deferred compensation plan.

Application Instructions:

Applicants must submit an RCEA Employment Application, Resume, and response to Supplemental Questions to RCEA, 633 3rd Street, Eureka CA 95501, or to hr@redwoodenergy.org. Attn: REN Coordinator position #299. Incomplete application packages are subject to immediate disqualification. Application and supplemental questionnaire are available at <https://redwoodenergy.org/employment/>.

Application Deadline:

This position is open until filled. First Review of applications will occur on **October 25, 2024**.

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.

About RCEA:

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. RCEA is the Portfolio Administrator for the newly launched Northern California Rural Regional Energy Network (RuralREN) delivering energy efficiency programs in 17 North Coast and Sierra counties.

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).

All potential RCEA employees must complete a required background clearance and have a satisfactory driving record (if required to drive for RCEA business).

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.

Supplemental Questions

Name: _____

Position: REN Coordinator

Please answer the following questions and attach them to your completed application. Please limit each response to 250 words or less.

1. Why are you interested in a position with Redwood Coast Energy Authority. How do you believe your experience can support the RuralREN Administration team?
2. Write an example of an e-mail including greeting and sign off where you are asking a team member for data they promised to send a week ago.
3. Please describe any experience you have working across multiple partners, particularly non-profit or government agencies.
4. Please rate your skill level for the following software or equivalent tools from 0 (never used) to 5 (expert):
 - a. Customer Relationship Management software such as Salesforce
 - b. Microsoft Excel
 - c. Microsoft Word
 - d. Adobe Acrobat
 - e. Monday.com or equivalent task management software
 - f. Microsoft Teams
 - g. Sharepoint or if none, Google Docs or equivalent
 - h. Zoom or other meeting virtual tools