



REDWOOD COAST EnergyAuthority

Analyst- Grants & Contracts

Position #300

Compensation: \$37.04 – \$46.46 per hour

Appointments typically start at the beginning of the hourly range.

About the Position:

RCEA is seeking an experienced, detail-oriented, and enthusiastic professional to join our team as a Grants and Contracts Analyst. Under the supervision of the Grants and Contracts Manager, the Grants and Contracts Analyst will have the responsibility for a wide variety of tasks that directly support RCEA's grant administration, procurement, and contracting functions. RCEA's portfolio of awarded state and federal funding provides for a wide and expanding range of projects that promote energy efficiency, electrification, renewable energy generation and storage and other greenhouse gas-reducing solutions in our region. This role will be integral in supporting agency-wide compliance with funding requirements and internal procurement policies and procedures. The Grants and Contracts Analyst also plays a key role in supporting the Grants and Contracts Manager daily with both routine administrative functions and non-routine duties requiring sound judgement, confidentiality, and well-honed communication skills.

Activities Include:

- Develop and maintain organizational structures for data management, scheduling, and completion of recurring tasks related to tracking and managing grant and contract lifecycles and performance.
- Assist in preparing and submitting required grant report and funding compliance materials, including invoices, labor cost reporting, and other financial and program documents.
- Present reports and information to RCEA leadership and external stakeholders as needed and prepare documents and communications to distribute or post to RCEA's website.
- Assist in the development and organization of vendor solicitation materials, including research, document production, budgeting, and editing or proofing.
- Support agency compliance with federal, state, and local laws.
- Support the development and execution of contracts, amendments, and modifications in accordance with agency policies and procedures, including RCEA's Financial Management Policy, Procurement Policy, Records Retention Policy, and others as applicable.
- Develop and maintain excellent working relationships with RCEA staff, external consultants, and grant partners.

(Duties may vary and are subject to change)



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Candidates with experience in any of the following areas are encouraged to apply:

- Tracking and managing grant-funded projects.
- Contract administration.
- Supporting multiple stakeholders, including decision makers and project managers.
- Procurement or purchasing, including experience identifying and evaluating suppliers and their capabilities, as well as reviewing contracts and extracting contract terms and data for analysis.
- Developing working relationships that demonstrate high trust, collaboration, and a team-player attitude.
- Program budget development and tracking.

Candidates with the following abilities and characteristics may excel in this role:

- Analyze data, generate reports, have a high attention to detail, and strong technical skills.
- Strong interpersonal skills and ability to work with diverse communities and people of different cultures, backgrounds, and opinions.
- Work under pressure, take initiative, and acquire and apply technical skills as necessary.
- Act with integrity and professionalism.
- Exercise good judgment in answering questions, exercise discretion and maintain confidentiality.
- Curiosity and a desire to learn.
- Commitment to sustainability, community energy, and mission driven work.
- Proficiency with Microsoft Office Suite software including Excel and Word programs, and Adobe Acrobat.

RCEA encourages dedicated people who believe they have the skills and ambition to succeed at RCEA to apply for this role. Applicants well-qualified in other areas but with limited energy experience will be considered! If you have questions regarding your qualifications, we encourage you to call Human Resources at 707-269-1700 x318 to discuss the position.

Work Schedule & Benefits:

This position is a non-exempt full-time assignment, scheduled for 40 hours per week. This position will perform most work at RCEA's central office location in Eureka, CA. Some local travel will be required. Office hours are 8 am-5 pm Monday through Friday. All full-time positions enjoy RCEA's benefits package which includes employer-paid medical, dental, and 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 voluntary 457(b) deferred compensation plan.



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Application Instructions:

Applicants must submit an RCEA Employment Application, Resume, and responses to Supplemental Questions to RCEA, 633 3rd Street, Eureka CA 95501, or to hr@redwoodenergy.org. Attn: Grants and Contracts Analyst, position #300. 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 is April 25, 2025**

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 to procure electricity for Humboldt County residents and businesses. In addition to implementing energy efficiency projects throughout Humboldt County, RCEA is the Portfolio Administrator for the Northern California Rural Regional Energy Network, delivering energy efficiency programs throughout 17 North Coast and Sierra Nevada 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.

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