



# REDWOOD COAST Energy Authority

## Communications Specialist

**Position #305**

**Compensation:** \$59,096.13 - \$91,677.50 annually

*Appointments typically start at the beginning of the range.*

***Want to be part of the movement delivering cleaner energy solutions to our local community?***

***Looking to jumpstart your career in communications with hands-on, real-world experience?***

***Apply today!***

### **About the Position:**

The Redwood Coast Energy Authority (RCEA) is seeking a full-time Communications Specialist to support our marketing and public engagement efforts. This frontline position serves as a key point of contact with RCEA customers and community partners, supporting outreach, community events, and communications that promote RCEA's programs and services.

Reporting to the Community Strategies Manager, the Communications Specialist has a wide range of responsibilities, including assisting with marketing projects, social media monitoring and coordination, and preparing for and attending RCEA-hosted and community events. This position also provides administrative support, including updating department workflow management tools, maintaining the department storeroom, and providing occasional front desk staffing support. This position requires strong verbal and written communication skills. The Communications Specialist 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 is desirable, but not required. Well-qualified applicants in other areas will be considered. Applicants who are bilingual/biliterate in Spanish and English are strongly encouraged to apply.

### **Activities Include:**

- Assist in creating and editing marketing and outreach materials, ensuring consistent voice.
- Assist with RCEA's in-house and community event coordination including planning, set up, staffing, vendor communication, and ordering marketing collateral.
- Represent RCEA at a variety of community/outreach events including daytime, evening, and weekends.
- Respond to comments, schedule posts, and provide monthly metric reporting for RCEA's social media channels.



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- Provide graphic design and website content management, as needed, including document preparation, proofreading, page creation, and content updates.
- Design and create documents, templates, mailers, signs, and business cards for various programs and departments.
- Organize and maintain the Marketing Storeroom, including ordering supplies and other marketing items and maintaining inventory.
- Act as the primary resource for updating and maintaining workflow software, such as boards on Monday.com.
- Perform a variety of department reporting needs utilizing a variety of software including, Monday.com, Google Analytics (GA4), and MailChimp.
- Serve as a first line of contact for RCEA customers via telephone, e-mail, and/or in person.
- Provide administrative support for meetings including reserving and preparing conference rooms, preparing meeting agendas, attending meetings, and recording minutes.
- Perform other duties and related tasks as required.

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

## **Desired Candidate Abilities**

- Customer service skills including telephone and email use, troubleshooting and explanation of programs and/or policies.
- Clear and concise communication in English, both orally and in writing.
- Basic office functions and management, including the use of common office equipment.
- Business software applications including word processing, spreadsheets, email, calendars, and web browsers.
- Project coordination including scheduling, ordering, and organizing program materials.
- Social media coordination, including a working knowledge and understanding of social platforms (Facebook, Instagram, LinkedIn, etc.) for business uses.
- Graphic design/desktop publishing software such as InDesign, Photoshop, Illustrator, Canva, etc.
- Ability to understand the Mission and functions of RCEA sufficiently to explain to other agencies and the public.
- Good judgment and initiative when working independently and knowing when to seek support when necessary.
- Goal setting and prioritization, and the ability to conduct multiple assignments concurrently.
- Professionalism and tact when responding to inquiries, including telephone and in person, from members of the public, elected officials, staff, and outside stakeholders.
- Positive and effective working relationships with RCEA staff and those contacted during work.



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## **Work Schedule & Benefits:**

This position is a non-exempt full-time assignment, scheduled for 34 hours per week. This position will perform most of their work at RCEA's central office location in Eureka, CA. Work hours are generally 8:30 am-5:00 pm Monday through Thursday. This position will also be expected to participate in weekend, evening, and holiday events, as scheduled, throughout the year.

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 12 days/year), sick leave (6 hours/month), 12 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 and Supplemental Questions to RCEA, 633 3rd Street, Eureka CA 95501, or to [hr@redwoodenergy.org](mailto:hr@redwoodenergy.org). Attn: Communications Specialist Position #305. Incomplete application packages are subject to immediate disqualification. Application and supplemental questionnaire are available at <https://redwoodenergy.org/employment/>.

**Application Deadline:** First review will be on May 21, 2026. This position is open until filled..

## **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.



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## **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](mailto:hr@redwoodenergy.org), or 707-269-1700 x318).

All potential RCEA employees must receive DOJ fingerprint 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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