



Distributed Energy Resources

Program Associate

Application Deadline: September 19, 2019

About East Bay Community Energy

East Bay Community Energy (EBCE) is the Community Choice energy service provider for approximately 550,000 customer accounts across Alameda County. EBCE's charter is to provide its customers with low carbon, cost-effective electricity that integrates innovative energy products and maximizes local benefits through the development of local solutions, ranging from increasing access to rooftop solar to supporting the adoption of electric vehicles.

We want creative problem solvers that are excited to work in an entrepreneurial environment and grow our organization! EBCE is committed to a diverse and inclusive workforce that is reflective of Alameda County's rich culture and communities.

Position Summary

EBCE is seeking to hire a Distributed Energy Resources Program Associate, reporting to Distributed Energy Resources Program Manager on the Local Development team. EBCE is looking for candidates that can support the creation and implementation of DER program initiatives including but not limited to transportation and goods movement electrification. This person will play a role in new program and partner development with examples including incentives and technical assistance to encourage zero emission vehicle adoption and infrastructure, building electrification, and local renewable energy and energy storage system deployment. This is an exciting opportunity to achieve local greenhouse gas reduction goals while improving air quality for EBCE customers countywide.

- **Culture:** EBCE fosters a culture of open communication, responsibility, curiosity, accountability, teamwork, and care. We welcome a diversity of experiences and perspectives.
- **Start date:** Target October, 2019 The deadline to apply is September 19 at 5 PM. Candidates should send application materials to jobs@ebce.org and cc: jdenver@ebce.org with the job title in the subject line.
- **Location:** This position will be based in EBCE headquarters in Oakland, near BART.
- **Employment:** As an equal opportunity employer, we are committed to diversity, equity, and inclusion and strongly encourage people of color, women, those who identify as LGBTQ+, non-binary individuals, and those with disabilities to apply.
- **Compensation:** Competitive compensation package offered, based on candidate experience. A Program Associate salary ranges from \$107k-\$131k/year.
- **Benefits:** EBCE offers a generous benefits package including
 - Individual, family and domestic partner health insurance
 - Monthly Wellness benefit (ex: stipend for gym or wellness classes)
 - Retirement and Employer Matching Contributions
 - Transit stipend (ex: monthly contribution to Clipper Card)
 - Paid parental and family leave
 - Health and dependent care account
 - Paid Vacation

- Other benefits

Position Details

Essential Duties and Responsibilities

EBCE is seeking candidates to join our growing team and assume the following responsibilities as Program Associate. This position requires strong collaboration skills to work with internal and external stakeholders of multiple levels. It also requires a technical understanding of electric energy use; the interaction of ZEV technologies and other DER solutions; the built environment and utility grid; related policies; state and regional incentives and consumer awareness campaigns; and ability to research and analyze associated data. We are looking for someone who is highly organized, has strong attention to detail and can coordinate and manage activities across multiple projects. Specific duties and responsibilities include:

- Assist in development and implementation of strategies and actions that support transportation and goods movement electrification, building electrification, onsite renewable energy and energy storage system deployment. Includes evaluation, justification and prioritization of strategies and actions.
- Develop and facilitate partnerships across private, public, non-profit and research sectors for program and project development and execution.
- Develop timelines, manage deliverables and coordinate execution with internal and external stakeholders.
- Provide technical assistance to external stakeholders including ZEV consumers including fleet managers, site hosts and others as applicable.
- Assist with development and execution of requests for proposals (RFPs) including defining objectives and evaluation criteria, internal team coordination for publication, proposal evaluation, award recommendation and project management with selected vendor(s).
- Work with subject matter experts on best-practices, guides and workshops as required.
- Work collaboratively within EBCE with the Regulatory, Power Procurement, Marketing and Technology & Analytics teams on cross functional priorities related to rate design, customer satisfaction, integrated resource planning, and local program design.
- Create internal models to support various analysis and workflows across program area.
- Identify, track, assess and develop grant and other funding proposals.
- Serve as public spokesperson at meetings and events on behalf of EBCE (e.g., develop talking points, external materials, presentations).
- Draft Board memo content related to program.
- Provide input to program budget and staffing plans.
- Supervise and/or direct interns.
- Perform other duties as assigned.

Education, Experience, Knowledge, and Skills

- BA/BS degree in engineering, environmental studies, business or other related fields.

- A minimum of three years of progressively responsible and relevant work experience, to include at least four years in energy and/or environment or in a closely related field in an analytical regulatory, strategy, or related clean energy business function.
- Experience with ZEVs, plug-in electric vehicle charging infrastructure deployment and management strategies, and/or DER expertise.
- Capable of strategic and technical program analysis and project management.
- Demonstrated ability to develop and maintain complex partnerships.
- Experience in grant development and fundraising.
- Ability to self-direct and manage multiple priorities, meet deadlines, and quickly adapt in a fast-paced, highly fluid environment.
- Ability to use sound judgment, creatively solve problems, and foster consumer awareness.
- Ability to travel throughout the region to attend meetings and other EBCE related functions during normal work hours, and evenings and weekends as needed.
- Strong written and oral communications skills.
- Ability to question and impact group consensus.
- Passion for contributing to the success of community choice aggregation in California.

Additional Preferred Qualifications

- Advanced degree or equivalent experience in project management related to DERs.
- Experience representing organizations and partnering with external stakeholders. A strong preference will be given to candidates that have Bay Area contacts in the municipal, utility, business and non-profit sectors in the areas of climate action planning and DERs.
- Familiar with mission and goals of EBCE.

Working Conditions

EBCE is committed to reasonably accommodate an applicant for known physical or mental disabilities so that the applicant may participate in the application process. EBCE will engage in a timely, good-faith interactive process with any employee with a known physical or mental disability to identify potential reasonable accommodations, if any, to enable the employee to perform the essential functions of his or her position.

Licenses/Certificates

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternate transportation as approved by the CEO and a safe driving record.

Submission Requirements

Applicants must submit a cover letter outlining key qualifications and reasons for your interest and current resume including education. Please email these documents and any questions to: jobs@ebce.org and jdenver@ebce.org by 5 PM on September 19, 2019.

Working at East Bay Community Energy

EBCE is committed to complying with applicable laws, including the Americans with Disability Act and Fair Employment and Housing Act, ensuring equal employment opportunities to qualified individuals with a disability. EBCE prohibits unlawful discrimination based on age, sex or gender (including pregnancy, childbirth, breastfeeding or related medical conditions), genetic information or characteristics, gender identity, gender expression, race, color, ancestry, national origin, religion, creed, marital status, military or veteran status, sexual orientation, physical or mental disability, medical condition, or on any other basis prohibited by federal, state, or local laws.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.