

# **JOB ANNOUNCEMENT**

## **Program Services Specialist I/II**

**Limited term position through December 31, 2022**

### **Energy Council Outreach**

Program Services Specialist I monthly salary range: \$5,800 - \$7,133

Program Services Specialist II monthly salary range: \$6,235 - \$7,667

Depending upon qualifications the position may be filled at either the Program Services I or Program Service II level. Limited Term positions receive health, leave and other benefits similar to regular employees.

### **About The Agency**

The Energy Council is a public Joint Powers Agency created in 2013 by the County of Alameda and 12 cities in the county to assist members with developing and implementing programs and policies that reduce energy demand, increase energy efficiency, advance the use of clean, efficient and renewable resources, and help create climate resilient communities. Activities include designing and implementing programs through the Bay Area Regional Energy Network (BayREN), including a regional multifamily retrofit and co-financing program, a green labeling program, and a single-family energy rebate program. The Energy Council's current priorities are building efficiency, electrification, zero net carbon, grid solutions, and member agency services.

The Energy Council's initiatives are carried out by staff of the Alameda County Waste Management Authority (established in 1976) under the umbrella name of StopWaste. The Energy Council's programmatic activities are an extension of StopWaste's pioneering work over more than two decades helping local governments, businesses, schools and residents solve critical solid waste issues while also capturing multiple benefits in related fields (e.g., equity, energy, water, health, and climate change). The Energy Council convenes a monthly Technical Advisory Group comprised of sustainability staff from member jurisdictions to provide ongoing input on priorities and programs.

### **The Position**

The Agency's work is organized by administrative and programmatic teams, rather than a traditional pyramid decision-making structure. The incumbent of this position will be an integral member of the buildings and energy team and will primarily support BayREN programs in Alameda County and the greater Bay Area region. Responsibilities include designing and implementing outreach activities to promote participation in energy upgrade rebate programs and collect ongoing feedback to inform their design. The incumbent will develop and maintain relationships with a variety of community organizations and stakeholders in Alameda County and the greater Bay Area.

## **Job Responsibilities**

Duties include the following:

### *Outreach*

- Conduct outreach (in-person and virtual) to a variety of organizations including but not limited to local governments, homeowners, community and faith-based organizations, real estate industry stakeholders, contractors, small businesses, and multifamily property managers.
- Serve as initial contact person to general inquiries and requests for information regarding workshops, events, and other outreach activities.
- Take the lead in coordinating, implementing, and promoting community meetings, workshops, trainings, and other events/outreach activities.
- Modify resources and presentations as needed and assist in the production and distribution of outreach materials including case studies and videos.
- Manage electronic mailing list and perform outreach through email and social media initiatives such as Facebook and Twitter.
- Analyze data to target marketing activities and determine effectiveness of outreach strategies.

### *Technical Assistance*

- Provide project management support to multifamily energy efficiency program participants.
- Coordinate bulk purchase agreements of equipment for energy efficiency retrofit programs.
- Recruitment, coordination, and support of energy efficiency professionals, including contractors and Home Energy Score assessors.

## **Physical and Other Job Demands**

- Must possess ability to lift, carry, push and pull materials and objects weighing up to 25 lbs.
- Must have a valid California driver's license and provide proof of automobile insurance if using personal transportation for work related activities.
- Ability to work a minimum of three (3) days per week in person, with the option to telework a maximum of two (2) days per week subject to the needs of the Agency and with project lead approval.
- Ability to work a flexible schedule to accommodate evening and weekend events (virtual and in-person), as necessary.

## **Minimum Qualifications**

Consistent with the Program Services Specialist job description:

### *Education and Experience*

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

#### *Program Services Specialist I*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by college-level coursework in environmental studies, education, communications, architecture, engineering, planning, public policy, or a related field, and two (2) or more years of responsible experience in outreach or resource conservation, climate, or energy efficiency programs, as well as demonstrated experience in public speaking, conducting group trainings, and community engagement.

#### *Program Services Specialist II*

In addition to the education requirements for the PSSI classification, this position requires three (3) years of increasingly responsible experience in the areas listed above.

Candidates for either classification must have the ability to effectively communicate both orally and in writing.

## **Desired Qualifications**

- Candidates should have an aptitude for creative thinking and problem-solving. Candidates should also have a general understanding of public agencies, schools, non-profits, energy efficiency, and green building.
- Candidates should be self-directed, team-oriented, flexible and able to analyze situations quickly and objectively to determine a proper course of action.
- In-field experience with energy upgrades or audits, coordination with building trades or contractors, property management, or similar related experiences.
- Understanding of how equity issues intersect with energy, public health, housing, and workforce.
- Fluency in Spanish and/or Chinese.

**Specifically, the applicant should possess the following skills and/or experience:**

- Experience in promoting events and outreach to influence behavior
- Experience working in a team environment
- Proficient in Excel, Word, and PowerPoint

## **License or Certificate**

- Possession of, or ability to obtain, a valid California Driver's License.

## **Other Requirements**

- Employees are required to be fully vaccinated against the COVID-19 virus and provide proof of vaccination or provide proof of a negative COVID-19 test at least once a week or as otherwise determined by the Agency consistent with its COVID-19 vaccination and testing policy.

## **Application Procedure**

Applications and correspondence will be accepted through email. Please email the following documents to [jobs@stopwaste.org](mailto:jobs@stopwaste.org) and include the position title "Program Services Specialist" in your cover letter and email subject line.

- Cover letter referencing the position title
- StopWaste Job Application
- Resume

The required application can be downloaded at [www.stopwaste.org/job-application](http://www.stopwaste.org/job-application).

Application packets may also be mailed to the StopWaste office:

1537 Webster Street

Oakland, CA 94612

Attn: Program Services Specialist

Please note that due to Alameda County health guidelines, our office is currently closed to the public. Therefore, applications will not be accepted in person and must be mailed or emailed.

**Deadline for the receipt of applications is 5:00 p.m. December 20, 2021**

**Interviews will be held on the week of January 10, 2022 (via Zoom)**

*Nothing contained in this job announcement is intended to create an employment contract, implied or explicit with the Alameda County Waste Management Authority.*

*An Equal Opportunity Employer*