Job Opening

Community Ambassadors
Public Affairs Department
Part time role: between 10 - 29 hours per month
Up to Two Positions Contra Costa County
Up to Two Positions Marin County
One Position in Napa County

Salary range for this position: $22.03 - 30.18 per hour
Phone interviews will be conducted once a sufficient pool of candidates has been recognized

Send a cover letter and resume no later than Monday, March 16, 2020
Phone interviews anticipated for the week of March 23
For those selected to move forward in-person interviews anticipated for the week of March 30

WHO WE ARE

MCE is a mission-driven, collaborative, not-for-profit, locally-focused community choice aggregation energy program, providing cleaner energy and energy efficiency programs to 34 communities in four Bay Area counties. We are proud to be the first program of its kind in California and have been operational since 2010.

OUR COMMITMENT TO DIVERSITY

Diverse opinions, ideas, and experiences push us and challenge us, as individuals and as a team, to work better and smarter. We know that the more diverse our workforce is, the better we support our customers and the diverse interests they represent. We provide an inclusive, empowering, and supportive work environment and welcome individuals from all backgrounds and walks of life throughout our organization, from our employees to our customers and community members.

WHAT YOU’LL DO

As the Community Ambassador you will represent MCE at local community events. In addition, the Community Ambassador may also interface with a variety of local community-based groups, municipal agencies, stakeholders, and advocacy and customer groups, focusing primarily on general communications and public education about MCE. This position may also assist in supporting customer sign-ups for MCE’s Deep Green service and/or provide information and leads for MCE’s residential and commercial efficiency programs, including Low Income programs and EV charging programs.
WHO YOU’LL WORK WITH

The Community & Customer Engagement team is the primary relationship management team focused on serving as effective and impactful representatives on behalf of MCE for key customers and strategic partners in our communities. The team ensures our communities are supported by MCE’s programs and services through dedicated customer relationship building and effective public engagement and education.

The team is staffed with passionate individuals dedicated to increasing the adoption of clean energy. Our customers, stakeholders, and community partners work hand in hand with us to advance our vision for a clean energy future.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibilities are not required for this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)

- Collect materials and attend community events and meetings which may fall on evenings and weekends.
- Participate in public events to distribute information about MCE and interact with a cross section of members of the public.
- Interact with diverse members of the public in a friendly, engaging and inclusive manner.
- Effectively promote MCE services, programs and community benefits to event attendees.

REQUIRED MINIMUM QUALIFICATIONS

- Ability to travel locally throughout MCE’s service area, including Napa County, Marin County, Solano County and Contra Costa County.
- Must be willing and able to travel with MCE’s service area up to 75% time.
- Ability to work evenings and weekends as applicable to event schedules.
- Valid CA drivers’ license is required.

Experience/Education

Education and/or experience equal to an Associate degree from an accredited school and/or at least two years of experience in public relations, marketing, communications, sales or a related field.

WHAT WILL GIVE YOU THE EDGE

- Ability to read, write and speak Spanish, Tagalog and/or Mandarin
WORK ENVIRONMENT AND PHYSICAL CONSIDERATIONS

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Frequent travel within MCE service area and MCE offices including community events and other functions which may require exposure to varying temperatures, light levels and sound levels, including music and crowds of various sizes.
- Transporting materials for MCE events including all or some of the following: 6-foot folding table, 10x10 pop tent, rolling cart and chair.
- MCE will make reasonable accommodation of the known physical or mental limitations of a qualified applicant upon request.
- Lift and/or move up to 20 pounds

BENEFITS

- Competitive salary, including paid holidays and sick leave.
- You have the ability to cover some or all travel costs with our commute alternatives program.
- You have access to team-building activities.

TO APPLY

MCE requests qualified applicants provide their cover letter and a resume no later than Monday, March 16, 2020. Selection procedures may consist of any or all of the following: application ranking, writing sample, skills test, and interviews.

To apply, please send your cover letter and resume via email to jobs@MCEcleanenergy.org

Interviews

Phone Interviews will be conducted once a sufficient pool of candidates has been recognized. It is anticipated that phone interviews will be scheduled during the week of March 23. For those selected to move forward, in person interviews are anticipated to be held during the week of March 30.

MCE IS AN EQUAL OPPORTUNITY EMPLOYER