Job Opening
Transportation Electrification Fellow
Temp Role

10 Month position- 40 hours per week

The tentative start date is April 1, 2021
This position will remain as a remote role through June 2021
Interviews will be conducted when a sufficient qualified pool of candidates has been identified.
Applications are being accepted at Climate Corps. Click on this link to apply:
Transportation Fellow
Questions may be directed to Climate Corps or jobs@mcecleanenergy.org

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 36 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 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 are committed to providing an inclusive, empowering, and supportive work environment. MCE welcomes individuals from all backgrounds and walks of life as colleagues, customers, and community partners.

What You’ll Do
As a Transportation Electrification Fellow, you will focus on MCE’s transportation programs, specifically in helping launch new initiatives and expand the reach of our existing EV & EV charging offers.

Supervisor Responsibilities
This is a non-supervisory position.

Essential Duties (Illustrative Only)
● Intake customers who are interested in our programs and help them navigate the best option for them (35% of time)
● Support data processing and collection for internal and external program data requests. (20% of time)
  ○ Respond to customer FAQs and inquiries.
● Support and prepare for community events, such as tenant meetings and workplace brown bags about EVs. These will be virtual until it is deemed safe to attend in person. (15% of time)
  ○ Represent MCE at community events, such as tabling at Ride n Drive
● Help write blogs, social media posts, and case studies that expand the reach of electric transportation education and opportunities for our customers (10% of time)
● Develop, track, and analyze surveys to assess completed and incomplete projects to help us iterate and improve our programs (10% of time)
- Complete case studies and site visits with customers so we can show the impact of our programs (10% of time)

**Minimum Qualifications**

**Experience/Education**

Education and/or experience equal to an undergraduate degree from an accredited institution in engineering, sciences, business, marketing, sustainability, environmental science, or related field.

**A Plus if:**
You have previous professional writing and editing experience

**The Ideal Candidate**

Will have an interest in MCE’s mission to address climate change by reducing energy-related greenhouse gas emissions with renewable energy and energy efficiency at cost-competitive rates while offering economic and workforce benefits, and creating more equitable communities.

**Have Knowledge of:**
- Community Choice Aggregation (CCA) and its role in California’s electric sector.
- The interaction between CCAs and investor-owned utilities.
- Diverse communities in the MCE service areas.
- Microsoft Excel, including some familiarity with functions and advanced features.
- Familiarity with Microsoft Office Suite, including PowerPoint and Word.
- Account management, marketing and salesmanship.
- Correct telephone and e-mail etiquette.

**Ability To**
- Communicate effectively in person, e-mail or phone using correct grammatical and professional business communications.
- Establish and maintain effective working relationships with supervisors, co-workers, customers, local community groups and organizations and MCE Board members.
- Interact positively with diverse groups of people.
- Take responsibility and own their work, while also asking for help and working as part of a team.
- Learn about MCE’s history, mission, operations, and community and customer benefits.
- Demonstrate highest level of accountability, integrity, judgment, and confidentiality.

**Work Environment and Physical Considerations**
- The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.
- MCE will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.
- Access to professional development opportunities for career-specific growth opportunities.

*MCE is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.*