**Power Resources Project Manager**

Temporary - One Position  
**Six (6) Months**  
*(Planned Start Date) Early to Mid-September 2022*

MCE supports a work-life balance so our positions have the option of being fully remote, hybrid schedule (flex schedule), or entirely in the office. Office locations include Concord or San Rafael, California.

Resumes will be reviewed on a rolling basis and interviews will be scheduled when a qualified pool of candidates has been identified. MCE reserves the right to close the recruitment at any time.

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**What You’ll Do**

As a Power Resources Project Manager, you will be responsible for tracking and following up on key milestones for complex economic, policy and/or technical projects to support MCE’s Power Resources department.

This position will provide project management support, for the following areas along with ad hoc projects that may arise:

- California Public Utilities Commission (CPUC) mandates for Emergency and Mid-Term Reliability
- Integrated Resources Planning (IRP)
- Annual greenhouse gas emissions
- Renewable Portfolio Standard
- Resource Adequacy
- Data requests from external and internal parties
- Procurement related activities
- Preparation of informational material for the MCE Board and public regarding power resource procurement

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**Who We Are**

MCE provides renewable, locally controlled electricity service and cutting-edge energy programs to more than one million residents and businesses in 37 Bay Area communities across four counties: Marin, Napa, Contra Costa, and Solano. MCE offers more renewable energy compared to PG&E at stable and competitive rates, significantly reducing greenhouse gas emissions and reinvesting millions of dollars in local energy programs. We are helping to solve the climate crisis and creating equitable, environmental, and economic community benefits. We are proud to be the first program of our kind in California and have been operational since 2010.
Our Commitment to Diversity, Equity, and Inclusion

MCE is a place where everyone can grow. We strive to build cohesive inclusive teams. So however, you identify and whatever background you bring with you, whatever your culture please apply if this is a role that would make you excited to come to work every day.

Compensation & Benefits (Temporary Positions)

Competitive compensation package offered, based on candidate experience. Power Resources Project Manager Salary Range: $50 - $75 per hour along with benefits of paid holidays, sick time, cell phone internet reimbursement, commuter benefits, wellness.

Position Details (Illustrative Only)

➢ Collaborate with stakeholders to get a clear understanding of their requirements for the outcome of the project to inform the building of the necessary steps to execute the project.
➢ Manage and maintain the overall project milestone schedule, review and verify the integration of the services & deliverables.
➢ Develop and manage comprehensive project plans aligned with Agency and departmental goals.
➢ Coordinate various internal and external parties during all project phases, from initial development through implementation.
➢ Raise awareness of any blocks the project may be facing and work with stakeholders to facilitate conversations to find solutions.
➢ Support with the project management and tracking resources needed for compliance reports and materials related to MCE’s power supply, including those required by the California Public Utilities Commission (CPUC), California Energy Commission (CEC), California Independent System Operator (CAISO), the California Air Resources Board (CARB), The Climate Registry, and the Department of Energy (DOE).
➢ Any other tasks identified by the Director of Power Resources.

Qualifications:

Education and/or experience equivalent to a Bachelor’s Degree from an accredited university in a related field and four (4) years for the experience with project management preferably at an electric utility, municipal utility, a Community Choice Aggregation program (CCA) or in a closely related field and a certification in project management such as CAPM or PMP.

Work Environment

➢ The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
➢ MCE offices support an environment that is accessible to those with reduced mobility. We are
happy to provide more details if asked.

➢ MCE will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.

Work Environment/Condition of Employment

➢ MCE strives to maintain a COVID-free workplace. To that end, being fully vaccinated is a condition of employment for all employees.

To Apply:
To be considered for this position, please submit your resume. Interested applicants should submit their resume through LinkedIn Easy Apply. For questions reach out to Carol Dorsett, Human Resources Specialist, Talent, Diversity, and Inclusion at cdorsett@mcecleanenergy.org

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.

MCE makes reasonable accommodations for qualified applicants with disabilities, sincerely held religious beliefs, and other conditions protected by applicable law.