Community Organizer (Redwood City / San Carlos)

Job Title: Community Organizer (Redwood City / San Carlos)

Start Date: This position is available immediately

Employment Type: Full-Time

Location: Redwood City / San Carlos, CA

Background: Empower Efficiency is a small and growing consulting company dedicated to making energy efficiency and renewable energy desirable to consumers. California has some of the most progressive energy and climate policies, setting it apart from the rest of the country. In partnership with local leaders and local electric and gas utilities, Empower Efficiency specializes in developing, implementing, and evaluating large-scale energy efficiency, renewable, and clean energy programs that combine consumer-focused community-based social marketing and grassroots outreach.

We work closely with utilities, local governments, and community groups to motivate, enable, and engage a diverse range of customers in community-wide behavior and culture change programs. Our projects are cutting edge and very fast-paced. We follow the mantra “test, learn, adapt” and are constantly looking for innovative solutions and cost-effective opportunities to further energy efficiency and clean energy adoption.

Empower Efficiency was hired to help increase awareness and demand for energy efficiency behaviors, products, and programs. We are looking for two dynamic and enthusiastic local residents to join our team to help lead outreach efforts for a community-based energy efficiency pilot campaign. The Community Organizers should have a minimum of one to two (1 to 2) years of experience working on grassroots campaigns.

Position Summary: The Community Organizers will be responsible for generating program participation (e.g., recruiting participants) and establishing community connections. We are looking for applicants who know Redwood City and San Carlos and have local ties. They will report to the Lead Community Organizer, and will manage volunteers and community group partners. Responsibilities include, but are not limited to: coordinating the strategic planning efforts of this community-based initiative in collaboration with partner organizations, and using grassroots organizing and advocacy methodologies to effectively implement this program. Community Organizers are also responsible for planning local events and workshops, neighborhood canvassing, tabling, other outreach approaches, and careful program tracking through data collection, data entry, and data analysis.
Responsibilities:

- **Community Organizing:** acquire and stay in touch with program participants; manage the creation and implementation of campaign plans; research and attend local tabling events; research and partner with local community organizations; attend relevant municipal meetings; plan local workshops and events; canvass; identify and train local volunteers; build stakeholder relationships; track participant information; enter and quality check data; complete program reports and analysis.
- **Volunteer Management:** identify and train volunteers.
- **Media:** log earned media hits in press book.
- **Data Entry:** log leads into data system.
- **Contractor Engagement:** work with local contractors and vendors on lead acquisition and retention.
- **Other responsibilities as needed.**

Qualifications

Minimum Qualifications:

- Bachelor’s Degree in a related field, graduate education is a plus
- A minimum of one (1) year of experience with campaign organizing

Desired Qualifications:

- Fluency in additional non-English languages, especially Spanish, is a plus
- Successful community organizing experience in clean energy, energy efficiency, or sustainability campaigns
- Experience building and working with broad-based coalitions, such as, business interests, environmental organizations, health associations, union interests, teachers, faith-based organizations, and others
- Strong oral and written communication skills, including experience in preparing and delivering public presentations and communicating directly with lawmakers
- Ability to condense and explain technical information to concise and pointed summaries that can be understood by diverse constituents
- Ability to work independently and as a collaborative member of a team
- Ability to develop and manage interpersonal relationships
- Ability to design a work plan, prioritize and meet goals
- Computer skills, including: word processing, databases, excel and power point
- Well-organized and self-motivated
- High attention to detail and ability to perform multiple tasks under strict deadlines
- Ability to maintain a calm demeanor and ability work productively despite competing priorities, stress, and tight deadlines
Must be willing to travel throughout California and work occasional weekday evenings and weekends

Compensation: $40,000 to $50,000 per year (commensurate with experience)

Application Instructions:

Interested candidates should submit the following documents to information@empowerefficiency.com:

- Resume – No more than two pages
- Cover Letter – Address the following questions in your cover letter:
  - Why do you want this job?
  - What do you bring to our team?
  - What are your top three to five strengths?
- At least two professional references (name, phone, email, position, company, span of dates that worked for the reference)

Subject line of the email should read: Community Organizer Redwood City / San Carlos – [First Name Last Name]

Application Deadline: Applications will be reviewed on a rolling basis. Please submit your application no later than February 18, 2015.