



# Groundwork SAN DIEGO *Chollas Creek*

## Energy Efficiency Project Coordinator

Groundwork San Diego-Chollas Creek is committed to the sustained regeneration, improvement and management of the physical environment through the development of community-based partnerships empowering people, businesses and organizations to promote environmental, social and economic well-being. As the manager of the Chollas Creek Watershed, Groundwork San Diego is leading the development of a strategic vision for the integration of climate action, environmental education, and community development and empowerment. A core element of the vision is the completion of a masterplan to bring communities in the watershed to zero net energy through energy generation and efficiency. Groundwork San Diego seeks an energy efficiency professional to contribute to the growth and reach of our organization. The position will work collaboratively with strategic partners, watershed stakeholders, and neighborhood leaders to develop a citizen-driven, comprehensive approach to climate justice in the low-income communities of the watershed.

### Duties

- Develop programmatic goals, objectives, budgets, evaluation (15%)
- Represent Groundwork San Diego and its constituencies at regional forums addressing climate action policies and planning, including formal and informal presentations (10%)
- Build community and neighborhood partnerships through outreach, in-person meetings, community events (30%)
- Research funding and partnership opportunities (10%)
- Manage organization and communication systems to develop and sustain community and neighborhood-level partnerships and relationships, including newsletter; website; social media(10%)
- Support ZNE and other projects with project management, financial management, report writing (25%)

## Qualifications

- BA (4-year degree or equivalent)
- Excellent organizational and writing skills
- Project management software experience (certification preferred)
- Adept with social media and basic computer programs (word, excel, powerpoint)
- Able to work independently and self-direct projects
- Able to communicate effectively and work as a team
- Five years' experience in direct project coordination
- Demonstrated knowledge of and commitment to climate action and climate justice

## Position Details and Benefits

The position is fulltime, \$50,000/year . Schedule must be flexible and include evenings and occasional weekends.

## How to Apply

Application deadline is rolling with selection taking place as soon as a suitable candidate is found.

Please send a cover letter, resume and 3-5 page nonfiction writing sample to Leslie Reynolds: [leslie@groundworksandiego.org](mailto:leslie@groundworksandiego.org).

Visit [www.groundworksandiego.org](http://www.groundworksandiego.org) for more information about the organization.