



Job Opening: EVENTS ASSISTANT (bilingual Spanish/English preferred)

\$22.61 - \$37.68 hourly (approximately \$47,025 – \$78,375 annually)

Bilingual employees receive an additional \$2.00 per hour pay following a demonstration and verification of Spanish language abilities.

For full details on the position and directions on how to apply:
<https://sonomacleanpower.org/job-opportunities>

Are you ready to lead the charge in shaping the future of local clean energy? Join Sonoma Clean Power (SCP) as the Events Assistant!

SCP is on the lookout for a dynamic, friendly, and dependable Events Assistant to play a key role in delivering on our Mission to turn the tide on the climate crisis, through bold ideas and practical programs. As the community-owned electricity provider for Sonoma and Mendocino counties, SCP is at the forefront of California's clean power transition, and we need an outgoing individual like you to join our team!

About Sonoma Clean Power (SCP)

SCP is not just an electricity provider; we are a catalyst for change. We procure electricity from clean, renewable sources including solar, wind and geothermal. Our commitment to clean energy has made us a leader in the industry, and we've been providing an optional 100% local renewable source since 2014.

Summary Description

As our Events Assistant, you will work under SCP's Marketing and Events Manager and Events Associate to help with all stages of SCP's events including those at the Advanced Energy Center, in the local communities SCP serves, and those for the Empower Program.

The Events Assistant will work with the Public Relations & Marketing department assisting with the implementation of a wide array of other efforts, including maintaining the Marketing Storeroom and performing a variety of event-related reporting needs.

The ideal person for this position will be bilingual/biliterate in Spanish and English and bring a can-do attitude to the team.

Visit www.sonomacleanpower.org to learn more about SCP.

To apply, please email a cover letter, resume, and references as a single PDF to:
jobs@sonomacleanpower.org.

THE SONOMA CLEAN POWER AUTHORITY IS AN EEO/ADA EMPLOYER



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SUMMARY DESCRIPTION

The Events Assistant has a wide range of responsibilities including, but not limited to supporting onsite and offsite SCP events, with a particular focus on SCP's onsite events at the Advanced Energy Center. This position may also, at times, support offsite events in the community. Other tasks include updating department boards on Monday.com and working with SCP social media and other consultants as needed to promote events. The Events Assistant may assist the larger PR & Marketing team with the following tasks: setting up, attending, and breaking down local public and private events to increase outreach and awareness, and Monday.com updates/reporting.

DISTINGUISHING CHARACTERISTICS

This position provides direct support to the Events Associate. The Events Assistant must be organized and be able to assist with the implementation of a wide array of events and efforts. They should be outgoing, friendly, dependable, professional and positive. Persons in this position should be flexible about work assignments and willing to work evenings and weekends on occasion. The position must be a strong communicator both in writing and orally. The best person for this position will also have a can-do attitude and be willing to fill in for others on the team on a variety of tasks, sometimes on short notice.

REPORTING AND SUPERVISION

This position reports to SCP's Marketing and Events Manager with day-to-day task supervision coming from SCP's Events Associate. Supplemental direction may come from management staff or other SCP directors/managers. The primary workplace for his position is at the SCP facilities. SCP provides for a flexible schedule with availability to work at home for some shifts with prior approval.

The FLSA classification of this position is Non-Exempt.

ESSENTIAL JOB FUNCTIONS

These job functions, in general terms, describe the type and level of work performed as well as the responsibilities of employees hired for this position. Management reserves the right to add, modify, change, or rescind the work assignments of any position and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

The Events Assistant will:

- Work to help coordinate, set up, attend, and break down onsite and offsite SCP events including those at the Advanced Energy Center, in the local communities SCP serves, and those for the Empower Program.
- Assist with organizing and maintaining the Marketing Storeroom, particularly in advance of and after events.
- Perform a variety of event related reporting needs. Examples include Monday.com.
- Allow for flexibility in scheduling to be present at events on evenings and weekends.
- Understand and adhere to the Personnel Rules and Internal Policies of SCP.
- Performs other duties and related tasks as required.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge and Skills:

- Office organization and management, records maintenance and filing systems.
- Working knowledge of social media channels for business use (Twitter, Facebook, Instagram, LinkedIn, and developing platforms) with ability to identify and adapt to new opportunities and technologies to maximize messaging dissemination.
- Modern office procedures, methods, Software including, but not limited to, applications such as Microsoft Office Suite, Teams, Monday.com, and Adobe Acrobat.

Ability to:

- Work from the Sonoma Clean Power Headquarters or Advanced Energy Center a minimum of three days per week, required.
- Understand the Mission and functions of SCP sufficiently to explain to other agencies and the public.
- Represent SCP at a variety of community/outreach events including daytime, evening, and weekends.

- At times, work independently, using good judgment and initiative in conducting assignments; work using a solutions-based style.
- Respond in a tactful and professional manner to inquiries, including telephone and in person, from members of the public, and other interested stakeholders; establish, maintain, and foster positive and effective working relationships with SCP staff and those contacted during work.
- Maintain confidentiality and use discretion in the release of information; understand and conduct oral and written instructions.
- Communicate clearly and concisely in English, both orally and in writing (bi-literate English/Spanish strongly preferred).

REQUIRED QUALIFICATIONS

Education: Coursework in Hospitality, Marketing, Communications, Business, or a related field.

Work Experience: A minimum of one to three (1 to 3) years of experience performing duties associated with events, marketing, and administrative duties.

PHYSICAL AND WORKING CONDITIONS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Varied environments ranging from normal office environment with exposure to computer screens to public-facing retail/marketplace environment. Work may be performed at public events (fairs, business-to-business events, meeting rooms, farmers markets, etc.) with moderate noise and will require some evening and weekend work. The noise level in the work environment is usually typical of an office environment and public events (could include loud music or amplified voices).

Physical: While performing the duties of this class, employees are regularly required to sit, walk, and stand; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate audio/video and standard office equipment; reach with hands and arms. Employees are occasionally required to walk and stand for prolonged periods; stoop, bend, kneel, and twist; lift up to forty (40) pounds. Employees must be able to communicate in person, in writing, by telephone, and represent SCP in various settings, with management, coworkers, vendors, consultants, and the public.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and operate assigned equipment. Must be able to discern colors.

Hearing: Hear in the normal audio range with or without correction.

Mental: While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with Authority managers, Board, staff, vendors, the public and others encountered in the course of work.

SCP actively works to provide an inclusive work environment, where people of different ethnicities, national origins, native languages, races, skin colors, sexes, genders, sexual orientations, ages, physical abilities, genetics, politics, religion, financial wealth, and education feel welcome, safe, and invited to fully participate at every level. SCP further seeks to contribute to a more inclusive and equitable society through our actions, our communication, our policies, and our investments. SCP expects all its employees to contribute to these goals.

**SONOMA CLEAN POWER IS AN EQUAL EMPLOYMENT OPPORTUNITY (EEO)/
AND AMERICAN DISABILITIES ACT (ADA) EMPLOYER**