



Job Opening: Internal Operations Specialist I

\$28.85 - \$39.91 (Approximately \$60,008 - \$83,012 Annually)

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

Are you ready to help lead the charge in shaping the future of local clean energy? Join Sonoma Clean Power (SCP) as an Internal Operations Specialist!

SCP is on the lookout for an Internal Operations Specialist 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 organized, collaborative, and professional 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

The Internal Operations Specialist will work across the organization supporting SCP leadership and staff in administrative services, internal business operations, project coordination, and public meeting logistics. This role requires professionalism, discretion, strong communication skills, and the ability to manage multiple priorities in a dynamic public-sector environment.

The position supports agency operations through scheduling, meeting and event coordination, records management, purchasing, expense tracking, and internal projects. The Specialist also assists with Board and Committee meetings, including logistics and audio/visual support, ensuring compliance with public meeting requirements. SCP offers a structured progression between Level I and Level II, with increasing independence, complexity, and responsibility at Level II.

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

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

THE SONOMA CLEAN POWER AUTHORITY IS AN EEO/ADA EMPLOYER