



COMMUNITY & GOVERNMENTAL RELATIONS SPECIALIST

\$34.25 - \$57.09 hourly (approximately \$71,250 - \$118,750 annual)

SUMMARY DESCRIPTION

The Community & Governmental Relations Specialist provides administrative support to Sonoma Clean Power's (SCP) efforts to help ensure community and Tribal engagement activities are organized, tracked, and successfully completed. Working under the Director of Community & Governmental Relations, the Specialist supports the systems, processes, and daily coordination needed to maintain strong community relationships and follow through on agency commitments.

The Community & Governmental Relations Specialist serves as a central point of coordination and administration for community engagement activities, helping organize and support the department's commitments, requests, initiatives, and priorities; monitoring action items; tracking metrics and progress toward desired outcomes; maintaining partner records; and supporting ongoing communication with community and Tribal partners. Day-to-day responsibilities may include scheduling meetings and engagements, maintaining databases, documenting activities, and coordinating internal follow-through on partner requests.

While the Director leads relationship development and engagement strategy, the Community & Governmental Relations Specialist sustains those efforts by keeping partner information current and accessible, tracking next steps, and helping ensure engagement activities remain on schedule.

This role requires strong organizational, communication, and problem-solving skills, as well as the ability to manage multiple priorities in a collaborative environment. The ideal candidate enjoys building efficient processes and contributing to meaningful community engagement through effective planning, proactive follow-through, and attention to detail.

By keeping engagement activities, commitments, and follow-up actions organized and on track, the Community & Governmental Relations Specialist helps the department stay responsive and accountable.

REPORTING AND SUPERVISION

The Community & Governmental Relations Specialist reports to the Director of Community & Governmental Relations. The Specialist works across departments and may oversee assigned consultants, contractors, interns and/or temporary personnel to coordinate community

engagement activities, community partner requests, and partnership-related initiatives and projects.

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 work assignments of any position and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

The Community & Governmental Relations Specialist will:

- Provide administrative and operational support to the Director and department, including maintaining workflow management tools, coordinating meetings, documenting action items, processing invoices and expense reports, and supporting other departmental needs as assigned.
- Maintain community partner records, engagement databases, tracking systems, and departmental documentation.
- Support ongoing communication and engagement with community and Tribal partners through routine follow-ups, check-ins, coordination of documents, communications, commitments and action items, and timely responses to inquiries.
- Maintain the department's engagement calendar, work plans, reporting tools, performance metrics, and tracking systems.
- Maintain and improve processes, workflows, standards, reporting and tracking systems that support community engagement activities, initiatives, grants, and departmental commitments.
- Prepare briefing materials, reports, meeting summaries, presentations, and other materials to support departmental operations and planning.
- Collect, organize, and summarize community feedback, engagement activities, and emerging community issues and trends.
- Participate in community meetings, events, and engagement activities as assigned.
- Have the ability to understand and adhere to SCP's Personnel Rules and Internal policies.
- Perform related duties and responsibilities as required.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Cultural Competence – Ability to work respectfully with diverse communities and perspectives.
- Government & Community Awareness – An understanding of local government processes, regional priorities, and community issues affecting SCP's service area.

- Organization & Coordination – Exceptional organization skills with the ability to balance multiple priorities, deadlines, requests, and community partner interactions simultaneously.
- Written & Verbal Communication – Strong writing, communication, and active listening skills.
- Technology Experience – Proficiency with Microsoft Word, Outlook, Excel, project management software, CRM systems, and collaboration platforms to organize information and track work.
- Database & Records Management – Ability to maintain accurate tracking systems, performance metrics, dashboards, and documentation.
- Professional Communication – Ability to communicate effectively with community partners, public officials, community organizations, and internal staff.

REQUIRED QUALIFICATIONS AND EXPERIENCE

Any combination of education, training, and experience that would provide the required knowledge, skills, and abilities may be qualifying. A typical way to obtain them would be:

Education

Bachelor's degree from an accredited college or university in public administration, communications, political science, environmental studies, sociology, community development, or a related field, OR an equivalent combination of relevant education and professional experience.

Community Knowledge

Demonstrated experience working with local governments, community-based organizations, Tribal Nations, public agencies, utilities, or environmental organizations is highly desirable.

Experience

A minimum of four (4) years of professional experience in community engagement, project coordination, community relations, government relations, operations coordination, program administration, public affairs, or a related field.

Demonstrated experience organizing complex work, managing competing priorities, and coordinating projects with multiple partners is highly desirable, as well as experience working with people from a variety of backgrounds, cultures, and perspectives.

WORK SCHEDULE AND LOCATION

This is a full-time, non-exempt position based at SCP's offices and after 6 months of employment, may be eligible for a hybrid schedule in accordance with SCP policies and operational needs.

The schedule may include occasional early mornings, evenings, and weekends. Regular travel throughout SCP's service area in Sonoma and Mendocino counties is required.

Ability to travel reliably to the office and off-site meetings, events, and other work-related locations as needed.

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: Primarily an office environment with regular computer use. Employees participate in meetings, presentations, community activities, and off-site events, interact with staff and external stakeholders, and must be able to communicate effectively, review detailed materials, and move throughout office and event spaces, including standing for portions of events.

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; reach with hands and arms. Employees are occasionally required to walk, sit and stand for prolonged periods; stoop, bend, kneel, and twist; and may lift up to 20 pounds. Employees must be able to communicate in person, in writing, and by telephone.

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

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 SCP management, Board, staff, vendors, the public, and others encountered during 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