Job Title: Equitable Building Decarbonization Program Advisor

Who we are:
Climate Action Campaign (CAC) is a bold, people-powered nonprofit advancing clean air, affordable energy, and vibrant, healthy communities. We believe transformative laws, policies, and programs are won through the energy, courage, and voice of everyday people. Building on our history of landmark victories in San Diego, Orange County, and across California, CAC recently helped pass historic legislation to reform the utility business model and lower energy rates for families.

We thrive in a fast-paced, agile environment where we are constantly adapting and learning to achieve our goals most effectively. Our team is committed to climate justice, creating a passionate, inclusive, innovative, and collaborative atmosphere. Our team members spend most of their time working remotely and independently from home and participate in many in-person events to create the relationships and opportunities necessary to win. We know working to make a real and lasting impact in the local policy space is difficult and demanding, so we also value time for rest and joy.

About EBD:
The Southern California Equitable Building Decarbonization (SoCal EBD) program is a groundbreaking, one-of-a-kind direct install initiative developed and led by the California Energy Commission and County of Los Angeles. Designed to advance equitable climate action, SoCal EBD focuses on reducing building carbon emissions while increasing access to clean energy solutions for underserved communities. With its community-centered approach and innovative delivery model, the program sets a new standard for public-purpose energy initiatives in the region.

Job overview:
The EBD Program Advisor (PA) will play a vital role in the governance and execution of the Equitable Building Decarbonization (EBD) program. The PA is responsible for serving as the central point of contact between the EBD program team and EBD program participants. This role focuses on clearly sharing information with participants, coordinating actions between the Construction Program Manager and participants, and providing ongoing support to participants at every stage of the EBD projects, ensuring the program remains efficient and supportive of the community's needs. This role will also establish trust within the community and its members.

Major goals and responsibilities (including, but not limited to):
- Serve as the central liaison for all communications related to the EBD program, acting as participants' point of contact.
- Coordinate with cross-functional teams to support seamless information flow and collaboration (where applicable).
- Maintain up-to-date knowledge of program objectives, scope, timelines, and targets.
- Continuously log communication notes, project milestones, and flags into various program tracking platforms.
- Engage directly with community program partners to respond to any requests.
- Execute all required enrollment procedures to reach the formalization of signed Participation Agreements.

- Support stakeholder engagement by providing regular updates, facilitating discussions, and ensuring all parties are informed and aligned.
- Assist in the preparation, review, and delivery of program documentation, including progress reports, presentations, and regulatory submissions, as needed.
- Provide insight into communities and their members through quality assurance/control processes.
- Engage directly with program participants, demonstrating an understanding of community dynamics and social climate.
- As time allows, build public and political support for Zero Carbon policies and expand SoCal's movement for climate justice.
- Frequent travel to Buena Park, Fullerton, and Santa Ana.

Successful outcomes:

- Community engagement leaves people more connected, capable, and powerful than they were before.
- Greater transparency and alignment with community needs.
- Enhanced stakeholder engagement and accountability.
- Timely resolution of issues on projects.
- Consistent communication on the program, how it works, the benefits, and the next steps.
- Improved efficiency in program coordination and communication.

Qualifications:

We recognize that skills and expertise are gained in many ways: on the job, in the community, or through lived experience. While not all qualifications are required, they reflect what we believe contributes to success in this role. If your background includes the right ingredients for success, we encourage you to apply.

- 2+ years of community engagement and/or organization experience and 2+ years of experience in customer service, case management, community organizing, environmental studies or science, urban planning, development, communications, social work, energy efficiency, energy management, utilities, public administration, or a related field.
- Demonstrated background in project management, including planning, implementation, and closeout of multi-stakeholder initiatives.
- Empathetic and culturally sensitive, with experience building strong community ties and communicating responsively to forge genuine connections that support and empower participants throughout the program.
- Experience with tools such as CRM platforms and project management software to facilitate efficient coordination and reporting (preferred - not required).
- Bilingual or multilingual proficiency in Spanish required.
- Must have a valid driver's license.

Climate Action Campaign Core Values:

Justice, Diversity, Equity, Accessibility, Inclusion, Health, Voice, and Safety are core values at Climate Action Campaign, and we're passionate about building and sustaining an inclusive and equitable working environment for all staff. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and discover, design, and deliver solutions.

Climate Action Campaign is an Equal Opportunity Employer:
Climate Action Campaign values a diverse workplace and strongly encourages women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.

Climate Action Campaign provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

All offers of employment are conditional upon the successful completion of a comprehensive background screening, which may include criminal record, education, and work history verification.

Location: Our team works remotely. However, this position will be frequently out in the community meeting with community members and groups, and therefore, must be based in Orange County with the ability to frequently travel throughout the county.

Position Details: This is a full-time, temporary contract position, anticipated to last three years.

Compensation and Benefits: Climate Action Campaign conducts research, assessments, and comparisons of non-profit organizations of similar size in order to set salary ranges for different levels of positions, and to ensure that employees receive fair compensation. It is important to note that actual offers will take into consideration factors such as the length of service and tenure in a specific role, internal equity, qualifications, skills, experience, and other relevant factors. The full salary ranges allow for salary progression as employees develop experience and tenure in the role.

Program Advisor I - $26.50 - $32.20 per hour (commensurate with experience, not expected to exceed $30.50 per hour)

Program Advisor II - $68,640 - $85,000 per year (commensurate with experience, not expected to exceed $78,000)

- **Health & Wellness**: 100% employer-sponsored health, dental, vision, and life insurance for employees (dependents may enroll at the employee's cost)
- **Retirement**: 403(b) plan with 4% employer match
- **Monthly Benefit**: Monthly cell ($65) and transit ($100) benefit, with additional mileage reimbursed at the IRS standard rate.
- **Generous Paid Time Off**:
    - 15 days of accrued PTO annually (years 0-1.99); 20 days of accrued PTO (years 2-2.99); 25 days of accrued PTO (years 3-4.99); 30 days of accrued PTO annually (years 5+)
- **Exceptional Paid Holidays**:

- CAC is closed the following holidays (23 total): MLK Jr. Day (Jan); Presidents Day (Feb); Farmworkers' Day (Mar); Memorial Day (May); Juneteenth (June); Independence Day (July); Labor Day (September); Veterans Day (November); the week of Thanksgiving (November); and the last two weeks in December (see calendar for exact dates)
- CAC currently has a remote work policy that allows for approved remote work outside of San Diego or Orange County up to 10 days per year.

How to apply:
Submit the below items to info@climateactioncampaign.org with the Subject: **EBD Program Advisor**

1. Resume
2. Video or voice recording answering the following three questions:
    a. What drew you to this position, and how do your background, experiences, or values align with our mission and the goals of this role?
    b. What does climate justice mean to you in the context of Orange County, and how would you ensure that policies like building electrification or clean energy expansion benefit frontline communities?
    c. Please describe your experience working directly with community members, residents, or community-based organizations. How have you built trust and communicated with people from diverse backgrounds or communities?
    d. (Optional) Where did you hear about this job posting?

    Limit your total recording to 3 minutes maximum.

We can provide assistance or alternative ways of applying for those who need it.

Deadline: The first review date is November 9, but the position will remain open until we find the perfect fit. We expect this position to start in mid-January.