



## VENTURA COUNTY REGIONAL ENERGY ALLIANCE

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[www.vcenergy.org](http://www.vcenergy.org)

*A joint powers agency to develop and implement sustainable energy and home of the Ventura County Energy Resource Center*

### Fix-term Job Announcement

**Position:** Electric Vehicle (EV) Coach

**Number of Positions and Types:** Part-time/Full-time Contract Position

**Closing Date/Time:** Wednesday, August 23, 2023 at 5 pm

**Location:** Ventura County Government Center, 800 South Victoria Avenue, Ventura, CA 93009, and/or Remote Workspace

**Duration:** Starting September 2023 and ending June 2024, flexible hours

**Compensation:** Hourly rate of \$50 - \$65/hour; not-to-exceed combined total of \$92,000 for the ~ 10-month term.

Position will be classified as an independent contractor; therefore, will not be eligible for any County employee benefits including sick leave, vacation pay, retirement benefits, social security, workers' compensation, disability, unemployment insurance benefits, or employee benefits of any kind.

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Ventura County Regional Energy Alliance (VCREA) is a Joint Powers Authority comprised of public agencies working in collaboration to address good energy stewardship in the Ventura County region. VCREA is committed to implementing long-term actions to reduce energy use, limiting greenhouse gas emissions, promoting sustainable energy practices, and improving the quality of life for Ventura County residents. To help accomplish these goals, VCREA was awarded an Energy Commission grant to implement the [Ventura County Electric Vehicle \(EV\) Blueprint](#).

The grant includes contracting with an EV Coach to 1) increase EV access and adoption, especially at workplaces and among lower-income and disadvantaged households; 2) coordinate EV awareness activities including EV Ride and Drives and EV 101 trainings/outreach sessions; 3) provide EV and charging infrastructure related technical support including assistance with applying for incentives and rebates; 4) support development of local EV-focused workforce education and training; and 5) capacity building/support for electrified transportation-related grant opportunities.

#### EV Coach Scope of Work

The EV Coach will work closely with VCREA staff as well as interact with County of Ventura Sustainability Division staff, city and agency staff, local businesses, and members of the public on various EV-related issues, including but not limited to the following:

- Coordinating EV education and outreach activities, including but not limited to:
  - Developing multilingual resources;

- Coordinating an EV Ride and Drive event;
- Hosting EV 101 trainings/outreach sessions;
- Social media management; and
- Updating website and developing marketing materials.
- Responding to requests for EV-related information
- Providing EV purchase guidance through the EVs for Everyone Purchase Guidance Program
- Supporting [Mixteco/Indigena Community Organizing Project \(MICOP\)](#) with implementing their Community Electric Vanpool to provide reliable and clean mobility services to their community members. Activities include EV & EVSE onboarding, EV outreach to the MICOP community, and drafting a Community Electric Vanpool Management and Operations Plan
- Working with the [Workforce Development Board](#) and/or the [Ventura County Community College District](#) to develop EV training curriculum and offer an annual EV-related training course
- Coordinating with grant partners including staff from the County of Ventura General Services Agency staff, City of Thousand Oaks, and Gold Coast Transit District
- General grant management activities, including drafting quarterly and annual reports

### **Required Qualifications**

- Bachelor's degree
- Exceptional work ethic
- Experience working in the electrified transportation sector
- Possess or obtain and maintain a valid California driver license
- Proficiency in Microsoft Word, Excel, SharePoint, and PowerPoint; Zoom; Adobe Acrobat and Photoshop; Canva; WordPress; and Google Pages

### **Desirable Qualifications**

- Professional written and verbal communication
- Fluent in Spanish (written and spoken)
- Experience working with Government and Community Based Organizations
- Works well in teams and interacting with stakeholders

### **Position Information**

The EV Coach can choose to work from home and/or at a workstation within the County of Ventura Sustainability Division's Office. The EV Coach will need to provide their own phone but will be provided a County email address. The EV Coach will develop their own consistent work schedule depending on the agreed upon number of hours during the work week (typically between 8 am and 6 pm).

### **Application Procedures**

Candidates must submit a cover letter and resume to Heather Allen at [heather.allen@ventura.org](mailto:heather.allen@ventura.org) no later than 5 pm on Wednesday, August 23<sup>rd</sup> with the subject line **"EV Coach Application"**. All applicants will be reviewed to determine whether or not the stated required qualifications are met. Those individuals meeting the required qualifications will be invited to interview for the position.