Beneficial Electrification Manager
Fulltime, non-exempt

About Acterra
Acterra is driven by the opportunity to learn and grow together, while achieving high impact through fighting climate change and reducing carbon emissions. We harness the individual strengths within our staff and our network to foster a leader-full organization. Our team members are high performers and high collaborators. We encourage creativity and failing forward.

Inclusiveness
Acterra strives to ensure that the organization is welcoming and inclusive. Acterra is an equal opportunity employer that supports and lives diversity in our staffing and values. Acterra does not discriminate as to gender, race, culture, ethnicity, sexual orientation, religious beliefs, social background, disability, pregnancy, marital status, political affiliation, or age. Acterra strives to include persons from traditionally under-represented groups and complies with all applicable national and local laws pertaining to non-discrimination and equal opportunity.

We strongly encourage and seek applications from women; people of color; immigrant, bilingual, and bicultural individuals; and members of the lesbian, gay, bisexual, transgender, and gender non-conforming communities. Acterra complies with all applicable federal, state, and local laws governing nondiscrimination in employment.

Acterra’s Climate Action Programs
Acterra is a Bay Area-focused environmental organization based in Palo Alto that brings people together to create local solutions for a healthy planet. The organization’s roots go back to 1970 with a history of inspiring and motivating action for change. Our programs are:

- **Beneficial Electrification for All**: helps accelerate an equitable shift from fossil fuels to renewable energy by prioritizing and accelerating the adoption of all-electric appliances, buildings, and vehicles that operate on clean energy instead of fossil fuels.
- **Healthy Plate, Healthy Planet**: promotes plant-rich eating and food waste reduction by residents, institutions, and local communities for better personal health and a lower carbon footprint.
- **Workplace Sustainability**: draws upon our successful 30+ year history of Acterra’s Business Environmental Awards and supports a growing peer-to-peer learning network for sustainability-minded professionals, the Green Team Network.
- **Education**: includes the Public Lecture Series, which invites leading voices from academia, business, and policy to discuss global change issues; the You(th) Be the Change climate-based education and leadership program; Acterra’s Student Ambassador Program, which encourages student-led change in local communities.

**Beneficial Electrification for All Program Components**
Acterra’s Beneficial Electrification (BE) program prioritizes and accelerates the adoption of all-electric appliances, buildings, and vehicles that operate on clean energy instead of fossil fuels. BE supports the general public, small businesses, industry, municipalities, counties, regional authorities, the state, utilities and NGOs toward meeting the climate goals of the entire region.

Acterra’s signature Green@Home initiative offers educational programs that educate individuals on personal actions to reduce their home energy waste while also reducing their energy bills. Hundreds of residents in Santa Clara and San Mateo Counties have already reduced their carbon emissions and energy costs through workshops, online energy audits, hands-on demonstrations, and home visits. Many have also learned about the benefits of induction cooking and have been able to try it out by borrowing one of our induction cooking loaner kits and/or attending an Acterra induction cooking class.

This full-time position reports to the executive director and supports Acterra by managing the Green@Home and induction cooking programming, as well as developing new programming.
Description of Duties:

- Manage, market, and support relationships for the benefit of our Green@Home and Induction programming, working to expand our impact and geographic reach throughout the Bay Area
- Manage a loaner program in the East Bay and Peninsula (aiming for nearly 100 cooktops year 1)- facilitating distribution, training loaner partners, and maintaining loaner kits.
- Collaborate with the Healthy Plate, Healthy Planet Manager to increase efficacy of the the Induction cooking classes
- Collect and analyze program participation and survey data.
- Compile and assess existing guides on home electrification and update website as needed to present the information in a user-friendly format
- Explore partnerships and opportunities to expand Acterra’s reach to multi-family dwelling residents, owners and property managers
- Develop relationships with developers, contractors, architects for the explicit purpose of educating them on the benefits of electrification; explore opportunities to partner on or lead educational workshops designed specifically for contractors
- Act as a liaison to the wider community about the benefits of electrification, in partnership with the communications manager and program staff
- Participate as a partner and member of working groups and coalitions with other organizations doing BE work throughout the Bay Area
- Support partner led BE related events, such as Palo Alto Electrification Expo, Earth Day, or other BE workshops
- Attend workshops/seminars and work to ensure Acterra staff is up-to-date with current renewable energy and electrification science, technology and policy
- Participate in staff meetings and provide program updates
- Provide reports to meet the requirements of grant partners with oversight from collaborating staff

Desired qualifications/characteristics:

- College Degree in environmental studies or education is preferred
- 3 years of work experience in the environmental field is preferred, but other relevant experience is considered (internships, volunteer experience etc.)
- Project Management and collaboration skills are required
- Community outreach, public speaking, communications, and marketing experience are highly desirable
- Excellent organizational, writing, interpersonal, and speaking skills
- Ability to engage and build relationships with people from a wide diversity of backgrounds and cultures
- Strong team player and a self-starter with the enthusiasm to implement new strategies and meet goals
- Knowledge of Microsoft Word, Excel, and PowerPoint
- Interest in environmental sustainability
- Flexible schedule required for evening/weekend events (at least two per month)
- Valid CA Driver’s License and ability to commute throughout the Bay Area.
- Bilingual in Spanish a plus

Physical Requirements
Employee is required to speak and hear, drive a car, and be able to lift at least 25 pounds.

Compensation, Hours, Location
This is a full time, non-exempt position. Your schedule may vary based on need and may include evening and weekend hours on a regular basis. The annual rate for this Manager level role will be $60,000. Acterra strives to provide equitable and competitive compensation for all of its employees, including health, vision, dental insurance for staff and dependents, generous PTO and a retirement match. Acterra offers a highly collegial work environment. This role offers the opportunity to make a meaningful impact on climate change. Professional growth opportunities available. **Acterra offers a flexible work from home policy, however this position requires frequent work from our Palo Alto office, as well as other locations around the SF Bay Area. Consistent access to the East**
Bay will be critical. This is not a fully-remote work opportunity.

Apply
Applicants should submit a substantive and thoughtful cover letter describing their interest in the position and making the case for the relevance of their experience. The cover letter should be submitted together with a current resume to lauren.weston@acterra.org. Applications missing a cover letter or resume will not be considered. Applications will be accepted until the position is filled. If selected for the process, expect a phone screen, a one-on-one, and a group interview.