Alternative Fuel Infrastructure Associate
Location: San Diego

Basic Functions

Center for Sustainable Energy (CSE) is looking to fill a position and most importantly to complete a team! We’re seeking an Alternative Fuel Infrastructure Associate that has a passion for sustainability, the environment, and accelerating the transition to a sustainable world powered by clean energy!

The Alternative Fuel Infrastructure (AFI) Associate position will provide support for CSE’s efforts to promote clean transportation options in the San Diego region and statewide. Activity areas include supporting vehicle electrification, promoting the deployment of alternative fuel infrastructure, and encouraging the adoption of clean vehicles by fleets. This is a tremendous opportunity for a capable, experienced and collaborative professional to have a long-term, positive impact on the state of California’s transportation energy landscape through enabling widespread adoption of alternative fuels.

The AFI Associate will reinforce CSE’s leadership in this critical area of the clean energy marketplace. The AFI Associate will support projects focused on streamlining permitting and encouraging the deployment of alternative fuel infrastructure by local governments. This project and position will inform and influence permitting and inspection policies and have the potential to directly impact the way alternative fuel and electric vehicle infrastructure is deployed in California.

What you’ll be doing:

- Providing administrative, marketing and outreach support to the project/program.
- Assisting with project reporting and monitoring individual project tasks.
- Developing best-practices resources for local-government and industry end-users.
- Coordinating workshops and providing technical advice to customers.
- Providing overall operational support to Project Manager.

  o **Program Implementation:** Provide logistical and administrative oversight. Enforce program requirements, application procedures and standards. Ensure quality control. Engage directly with building department staff and end users. Develop technical materials that support the installation of electric vehicle charging stations and alternative fuel infrastructure.

  o **Program Design:** Make recommendations on program design, including conducting needs assessments, drafting proposals, preparing marketing tools, and completing evaluations and reports.

  o **Program Monitoring:** Monitor daily activities to ensure that procedures achieve program goals and to support efficient processes. Review program plans through the course of the fiscal year and advise the Project Manager as necessary.

The ideal candidate:

- Bachelor’s degree in energy engineering, buildings-related field (engineering, architecture, project management), urban planning, policy, environmental sciences, or related discipline from a four-year college or university. Master’s degree strongly preferred.
- A minimum of two years’ experience specifically relating to construction permitting or code compliance systems through work in a local government building department, project or construction management, or other relevant experience.
- Completion of Electric Vehicle Infrastructure Training Program (EVITP) or similar training.
• Strong knowledge of local government permitting and inspection. Understanding of the environmental, economic and public health issues related to transportation.
• Interest in electrical and alternative fuel vehicles and an appetite to learn more about this rapidly evolving field.
• Demonstrated high-level of abilities of various computer software programs and fluency in using standard office software packages such as MS Office: Access, Excel, Word, PowerPoint and Outlook. Fluent with MS Office 2007 Suite and Windows XP
• Excellent oral and written communication skills and strong attention to detail.
• Strong multitasking ability, interpersonal and organizational skills.
• Able to follow through on assignments and projects within required budgets and deadlines; ability and willingness to identify project improvements and take initiative on tasks not directly assigned.
• General knowledge of energy issues with basic understanding of transportation policy and technologies.
• Familiarity with federal and California regulations related to transportation, energy, and air quality.
• A proven ability to learn new technology and program settings
• Excellent time and stress management skills.
• Strong independent research skills and knowledge of applicable resources including internet, regulatory and related industry documents.
• Strong critical thinking and problem solving skills.
• Strong conflict management skills.
• Direct experience with Electric Vehicle Supply Equipment (EVSE) installations or electrical permitting.
• Strong financial analysis skills.
• Experience with state energy programs and the California regulatory environment.
• Program evaluation experience, including tracking sometimes diffuse and/or indirect outcomes.
• Knowledge of CSE programs.

CSE is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Application Procedure:
Please send a resume and cover letter along with salary history via e-mail to human.resources@energycenter.org.