



815 E Street, Suite 12716
San Diego, CA 92112
SDCommunityPower.org

OPEN POSITION ANNOUNCEMENT

Administrative Assistant – Temporary, Full Time – 40 hours/week

Open until filled. Issued: 7/13/2022

San Diego Office: 2488 Historic Decatur Road. Suite 250. San Diego, CA 92106 – this is an office-based role

About the role

San Diego Community Power (SDCP) seeks a Temporary Administrative Assistant, a highly motivated go-getter to support staff, organizational activities, and office management. Duties for this role will include onboarding of new employees, to general office and administrative tasks foundational to smooth office operations. Examples of day-to-day activities include coordinating and scheduling staff office events, ensuring new employees receive their new employee checklist and complete required trainings, ordering supplies, tracking documents such as receipts for reimbursement. SDCP is a growing organization, additional office administration duties or processes may arise.

This role reports to the Executive Assistant with dotted line to the Office Manager. We work as a team.

Who is San Diego Community Power?

San Diego Community Power (SDCP) is a public agency, a new community choice aggregator (CCA) in the San Diego region that began offering electric service starting 2021. We serve five member cities: San Diego, Chula Vista, Encinitas, La Mesa and Imperial Beach, with the unincorporated communities of the County of San Diego and the City of National City joining in 2023. SDCP was formed to bring local control and customer choice to San Diego while also providing clean and renewable energy at competitive rates. By the end of 2022, SDCP will provide electricity for nearly half the electric load in the San Diego Gas and Electric's service territory. For more information, visit SDCommunityPower.org.

Our culture is built on open communication, accountability, and curiosity. We are a growing team whose key premise is trust, collaboration, and connection with each other and the communities we serve. We are responsive, and work smart to achieve high goals.

Commitment to Diversity

At SDCP, we reflect the diversity of our communities and we are committed to an inclusive employee environment – with a guide to fulfill Justice, Equity, Diversity and Inclusion. We represent a diverse customer base. We provide equal employment opportunity to all applicants for employment and prohibit 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.

Essential Duties and Responsibilities

- Provide general administrative and office support
 - Provide general office support including scheduling, master calendar maintenance, maintaining conference room schedule, staff and organization celebrations, assisting with meetings/events in person and virtual events, ordering and inventory of supplies, scheduling miscellaneous meetings as needed
 - Maintain mailing lists and provide communications for various groups (Board, committees, staff, job recruitment sites, etc.)
 - Support administrative portions of website including updating with new employees, etc.
 - Maintain organization email accounts and ensure appropriate staff provides timely service and response.
 - Assist with mail distribution in the office and out-going mail.
- Provide basic financial support
 - Support for receipts tracking, staff reimbursements, facilitating tracking of invoices for administrative contracts and vendors
 - Ensure timely employee actions are reported to Finance for month-end accounting and payroll processing.
- Other administrative duties as assigned, including supporting Executive Assistant/Board Clerk and Office Manager in various duties including after-hours meeting setup and breakdown of Board Meetings and events. **After hours meetings may be two (2) times per month after 5:00 p.m. during work week and/or occasional weekends.**
- Provide general office aesthetic upkeep
 - Maintain lounge room/Lobby/Conference Room/Storage clean and organized
 - Restock kitchen supply (Coffee, beverages, cleaning supply)
 - Restock PPE supply (masks/hand sanitizer)
 - Arrange conference room, meeting set-up and clean-up. AV system

Minimum Knowledge, Skills and Abilities

- Associates or bachelor's degree in an applicable area (e.g., business, etc.)
- Minimum two (2) years public agency, non-profit organization or office management administrative experience role. Must have demonstrated customer facing or office administration skills and understanding of principles involving confidentiality, tact, and accountability.
- General office administrative responsibilities including organizing, filing, customer response, IT tools requests and troubleshooting.
- Ability to identify office administration process improvement opportunities and suggest new tools or processes. Must be attentive to details and organized.
- Ability to flex, multi-task, and address different duties and priorities as needed.
- Professional communications skills, in writing and verbally, as this role works in collaboration with staff and external SDCP contacts.
- High proficiency with Microsoft Office Suite, Word, Excel and PowerPoint and ability to use virtual meeting applications. Must have understanding of IT, software and databases required.
- **If this job is transferred to a regular role, the incumbent must have access to reliable transportation, and a good driving record. SDCP reimburses mileage expense at the IRS mileage rate.**

Work Environment & Conditions

Prolonged periods sitting at a desk and working on a computer. Must be able to lift up to 15 pounds at times.

At SDCP we work in the communities we serve and in the office. SDCP works to ensure a safe and healthy workplace for employees and our communities. **SDCP requires employees to be fully vaccinated for COVID-19.** Exemptions to the vaccine requirement will be considered for individuals with medical conditions that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated, consistent with governing labor laws.

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at the discretion of SDCP as needed.

Compensation & Benefits

Starting Non-exempt Hourly Salary Range: \$23.00 to \$26.00 per hour commensurate with experience (Or \$47,840.00 to \$54,080 if annualized)

Temp Employees are not eligible to participate in Group Health Benefit programs or paid time off.

Regular Employee Hire Benefits: Standard benefits package including but not limited to:

Insurance: SDCP offers a group health benefits plan, including health care, vision, and dental insurance, for eligible employees. Health care support amount towards benefits elections equal to \$1,200 per month.

Retirement: SDCP offers a 457(b) plan for employee contributions and offers a 10% contribution to a Money Purchase Plan.

Paid Time Off: 11 holidays per year + paid winter holiday (*between 12/24-12/31*), 160 hours of accrued paid time off per year (*increases with time in service*).

How To Apply

Applicants must submit their resume, cover letter, and references using the “Apply today” functionality on our Career Opportunities webpage at:

SDCommunityPower.org/about/career-opportunities

SAN DIEGO COMMUNITY POWER IS AN EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND AMERICAN DISABILITIES ACT (ADA) EMPLOYER.