



OPEN POSITION ANNOUNCEMENT!

Senior Executive Assistant

Open until filled. Posted 10/18/2023

San Diego County – hybrid work schedule set by SDCP



About the role:

San Diego Community Power (SDCP) is seeking an experienced, detail-oriented, and enthused professional to join our growing team as a Senior Executive Assistant to the CEO and C-Suite.

The Senior Executive Assistant will assist the CEO with administrative functions ranging from routine to complex, including scheduling, meeting coordination and general office support, compilation of information, external relationship management, being a first point of contact with external partners and associates, assisting with public and private events, customer interface, and a variety of other office or business management tasks of a fast moving, startup organization. The ideal candidate must be comfortable with general office operations, including electronic correspondence, scheduling, filing, and coordinating meetings. Must be able to work from home, with eventual opportunity for partial or full time in office work.

WHO IS SAN DIEGO COMMUNITY POWER?

San Diego Community Power is a community-owned organization that provides affordable clean energy and invests in the community to create an equitable and sustainable future for the San Diego region. We aim to be a global leader, inspiring innovative solutions to climate change by powering our communities with 100% clean affordable energy while prioritizing equity, sustainability, and high-quality jobs. We are a values-led, mission driven organization grounded in Justice/Equity/Diversity/Inclusion (JEDI), Impact, Integrity, Innovation, Servant Leadership, and Togetherness.

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.

OUR HISTORY

San Diego Community Power was formed in 2019 as a public, not-for-profit community choice aggregator (CCA) in the San Diego region. We began electric service in 2021 and serve five member agencies: San Diego, Chula Vista, Encinitas, La Mesa and Imperial Beach, County of San Diego, and National City. 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 2023, SDCP will provide electricity for nearly half the electric load in San Diego Gas and Electric's service territory and will be the second largest CCA in California. For more information, please visit SDCommunityPower.org.

COMMITMENT TO DIVERSITY

At SDCP, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and hope to hire employees that reflect our communities. We provide equal employment opportunities 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 PRIMARY RESPONSIBILITIES

- Provide administrative support to CEO including scheduling, correspondence preparing reports and memos, and general customer service to internal and external stakeholders
- Provide administrative support to the CFO and the COO
- Organize complex calendars and schedules; resolving any scheduling issues
- Manage sensitive matters with a high level of confidentiality and discretion, especially decisions directly impacting the operations of the company.
- Sustain a daily calendar of meetings and events.
- Provide Operational oversight and management of the Executive Assistant and Office Manager
- Prepare Word, Excel, PowerPoint presentations, agendas, reports, special projects and other documents in support of objectives for the organization.
- Arrange travel and accommodations for executives.
- Prepare expense reports.
- Screen incoming telephone calls; take and deliver accurate messages; respond to requests by gathering and providing information and referring non-routine calls to the appropriate staff.
- Excellent communication and time management skills; proven ability to meet deadlines.
- Ability to function well in a high-paced environment; performs additional duties as assigned by executives.
- Draft and prepare correspondence for internal announcements, board meetings, and organizations that the executive is involved with
- Manage the Executive's contacts
- Assist in preparing and managing presentations and decks as requested, both internal and external.
- Be responsive to emails/texts/phone calls, with contact outside normal business hours
- Welcome the Executive's guests by greeting them, in person or on the phone; answering or directing inquiries.
- Use discretion, confidentiality, and good judgment to handle C-Level matters.
- Represent the company and the Executive in a positive light through great follow-through skills and sound judgment.
- Conserve the Executive's time by reading, researching, collecting and analyzing information as needed, in advance.
- Complete ad hoc projects as assigned – such as personal events, operations, and/or family needs.

- Provide SDCP committees, and staff with logistical support for meetings, presentations, and events, including all logistical agency meeting and event coordination (such as location, room reservations, amenities, and materials)
- File applicable amendments to governing documents with the State of California when needed
- Research, compile, and organize information and official records for use by Board members, SDCP staff, and the public
- Retain and recall information to respond to inquiries and effectively search files and retrieve data as required
- Work closely with administrative personnel to maintain office supplies and equipment and meet the needs of SDCP Board members and staff
- Maintain relationships with Board member jurisdiction officials in order to facilitate the flow of documents from county, city and town jurisdictions to SDCP

PREFERRED EXPERIENCE AND ABILITIES

- Enjoy engaging with passionate internal and external stakeholders
- Be a strong communicator who can write compellingly and clearly
- Experience managing personnel
- Have a high tolerance for uncertainty but know how to bring things to resolution
- Have a strong work ethic and be comfortable taking initiative/working in a fast paced, start-up environment
- Be a strategic thinker and problem solver
- High level of comfort with different IT software and applications such as Microsoft Office Suite, Google Workspace, Dropbox, Outlook, Power Point, Zoom, MS Teams, Adobe DC Pro, HelloSign, Monday.com, etc., youtube, wordpress, and ultimately Granicus, PrimeGov or similar.
- Work well on diverse teams and with consultants
- Be able to interpret and explain policies, procedures, and regulations
- Be able to organize and carry out projects with minimal instruction, compose correspondence independently based on policy and guidelines and maintain complex records
- Identify and develop internal policies and procedures for a new organization

REQUIRED DUTIES AND RESPONSIBILITIES

- Manage junior personnel
- Maintain office services by organizing office operations and procedures
- Assist with creating and/or updating administrative office procedures as necessary
- Maintain files with confidentiality in an easily accessible format
- Serve as a point of contact for internal staff for administrative inquiries
- Manage expenses, reimbursements, and expense reports for multiple managers
- Handle office interactions with external stakeholders, including greeting and directing guests, answering/directing phone inquiries, and handling requests or complaints in a professional manner
- Attend Board and committee or other meetings as needed to provide administrative support (in person and/or virtual)
- Performs other duties as assigned

PREFERRED QUALIFICATIONS, EDUCATION AND EXPERIENCE

Any combination of education and experience that would provide the knowledge and abilities listed. Typically, equivalent to possession of Bachelors Degree or an Associate of Arts degree from an accredited college or university in business administration or related field, and a minimum of eight (8) years supporting Executives and C-Suite.

WORK ENVIROMENT & CONDITIONS

Prolonged periods sitting at a desk and working on a computer. The position requires occasional carrying, lifting and/or moving objects up to 25 pounds. Occasional local travel required and reliable transportation to be able to attend SDCP events, meetings, and workshops as needed is expected.

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 in our communities. SDCP requires employees to be fully vaccinated for COVID-19.

SDCP is an agency required to adopt and promulgate a Conflict-of-Interest Code ("COI"). The COI code requires employees in designated positions, including those identified under the interim disclosure process to file a Statement of Economic Interests (Form 700) on an annual basis. A Successful candidate accepting this position may be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

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:

Salary Range: The position salary range is: \$113,000-139,916; with exact compensation to be determined by SDCP, depending upon experience.

Benefits: Standard benefits package including but not limited to:

Insurance: SDCP offers group health benefits, including medical, vision, and dental insurance, for eligible FT employees. SDCP pays 100% of health group benefits, including medical, vision, and dental insurance premiums for employees and dependents. Also provided is a \$100,000 Life & AD&D policy, STD and LTD coverage that is 100% paid by SDCP.

Retirement: SDCP offers a 457(b) plan for employee contributions and contributes 10% of eligible compensation to the employee's 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*), and 96 hours per year of accrued paid sick leave.

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 DISABILITES ACT (ADA) EMPLOYER