

OPEN POSITION ANNOUNCEMENT!

Executive Assistant

Open until filled. Posted 03/21/2025

San Diego County – hybrid work schedule set by Community Power

About the role: The Executive Assistant to General Counsel, Chief Commercial Officer and Operations Directors, supports the daily functions and administration within the executive offices. The role will provide executive level support and manage the completion of day-to-day objectives as assigned by the executive within the respective SDCP calendar of events and external meetings. The role is key to deliver, demonstrate and remain confidential in the organization of all internal and external ongoing for each of the Executive team members to facilitate the smooth guidance of daily operations in each Executives department and per view.

WHO IS SAN DIEGO COMMUNITY POWER?

Community Power is a community-driven, not-for-profit public agency providing cleaner energy to the San Diego region. Formed in 2019, Community Power is the second largest Community Choice Aggregator (CCA) in California, serving nearly 1 million customer accounts across its member agencies: the Cities of San Diego, Chula Vista, Encinitas, Imperial Beach, La Mesa and National City, as well as the unincorporated areas of San Diego County.

OUR HISTORY

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 now serve seven member agencies: the Cities of San Diego, Chula Vista, Encinitas, Imperial Beach, La Mesa and National City, as well as the unincorporated communities of San Diego County. Community Power was formed to bring local control and customer choice to San Diego while also providing clean and renewable energy at competitive rates. We are the second largest CCA in California, serving nearly 1 million customers. For more information, please visit SDCommunityPower.org.

COMMITMENT TO DIVERSITY

At Community Power, 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

- Focus on the General Counsel, Chief Commercial Officer and Operations Directors.
- Provides Executive Office support, including organizing the executive's daily schedule, meetings, booking conference rooms, meal reservations, workshops, meeting orientations, coordinating excursions and overall time-management for the smooth facilitation of the executive's day-to-day

responsibilities.

- Project Support: Remains flexible with day-to-day adjustments, by completing last-minute tasks in a timely manner in reference to status of ongoing projects, calendar cancellations, and changes. Assist in various projects, initiatives, and special assignments. Conduct research, collect data, and provide analytical support as required.
- Financial Support: Tracks Executive budgeting for both personal expenses and charges incurred on the corporate credit cards. Keeps pristine records of receipts, charges, and future expenditures. Financial planning (for budgeting).
- Relationship Management: Build and maintain effective working relationships with internal and external stakeholders, including executives, board members, employees, clients, and vendors. Serve as a liaison between the Executives and other individuals or departments.
- When the Executive delegates RFOs to their Direct Reports, EA will set additional meetings based around the individual schedule of the delegates.
- Information Management: Organize and maintain confidential files, records, and documents related to financial matters. Develop and implement efficient systems for document management and information retrieval.
- Correspondence Distribution: Assist when needed with Executives mail distribution and out-going mail drop offs to USPS, UPS, and FedEx.
- Bandwidth to be divided amongst the Executives in accordance with the estimated hours. Subject to change, frequently.
- Coordinates Executive appearances and attendance of conferences both in-person and virtual.
- Scheduling prep-calls, creating slide presentations, preparing talking points appropriate to each appearance.
- Coordinates team meals for internal and external meetings, including food procurement, restaurant reservations and ad-hoc projects while traveling.
- Scheduling Meetings for SDCP Departments:
- Public Affairs: Community Advisory Meetings, Briefings and Debriefs
- Power Services: Conferences, Flights and Hotel Bookings. Additional RFO with external developers and contract vendors.
- Programs Teams RFO with external developers
- Finance: Conferences, Flights, and Hotel Bookings
- Other duties to be assigned as needed

KNOWLEDGE, SKILLS AND ABILITIES

- Associate or bachelor's degree in an applicable area (e.g., business, administrative management, etc.)
- Public agency, non-profit organization, or administrative experience role with demonstrated customer service skills and understanding of principles involving confidentiality, tact, and accountability.
- General office administrative responsibilities including organizing, filing, and customer response.
- 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.
- Extensive calendar management.
- Professional communication skills, in writing and verbally, as this role works in collaboration with staff and external SDCP contacts. Excellent written and verbal communication skills are essential For effective correspondence and interaction with stakeholders. The ability to communicate complex financial information in a clear and concise manner is beneficial.
- Proficiency with Microsoft Office Suite, Word, Excel and PowerPoint and ability to use virtual meeting applications. Any graphic design and/or marketing experience is desired.
- Ability to communicate and collaborate effectively with a variety of individuals representing diverse cultures, backgrounds, and languages to meet diverse teams, communities, and consultants.
- Some demonstrated grassroots and community coalition building skills and event planning.
- Tact, diplomacy, and discretion in dealing with sensitive and complex issues

- Familiarity with local political, social, and economic landscape as well as San Diego regional stakeholders desired
- Ability to travel to meetings, and community events locally in San Diego and environs to meet stakeholders. Must have access to reliable transportation, and if driving an automobile, a good driving record. SDCP reimburses mileage expense at the IRS mileage rate
- Adaptability and Initiative: The executive assistant should be adaptable to changing priorities, proactive in identifying opportunities to support executive team members, and able to work independently with minimal supervision.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

Any combination of education and experience that would provide the knowledge and abilities listed. A typical way to obtain the required qualifications would be:

Any combination of education and experience that would provide the knowledge and abilities listed. Demonstrated customer facing or office administration skills and understanding of principles involving confidentiality, tact, financial concepts, organizational skills, adaptability, initiative, and accountability. A typical way to obtain the required qualifications would be:

A two-year degree or higher from an accredited college or university AND five years of experience in an executive supporting role. Experience working in a public utility and/or a CCA program is desirable. Spanish speaking is highly desired.

WORK ENVIRONMENT & 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 Community Power events, meetings, and workshops as needed is expected.

At Community Power we work in the communities we serve and in the office. Community Power works to ensure a safe and healthy workplace for employees and in our communities. SDCP requires employees to be fully vaccinated for COVID-19.

Community Power 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 Community Power as needed.

Compensation:

Salary Range: The position salary range is: \$84,900 - \$110,400; with exact compensation to be determined by Community Power, depending upon experience.

Benefits: Standard benefits package including but not limited to:

Insurance: Community Power offers group health benefits, including medical, vision, and dental insurance, for eligible FT employees. Community Power 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 Community Power.

Retirement: Community Power 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

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