



Human Resources/Administrative Associate

Who We Are

[Clean Power Alliance](#) is Southern California's locally operated community choice aggregation (CCA) electricity provider across 32 communities within Los Angeles and Ventura counties. We offer clean renewable energy at competitive rates for over one million customer accounts and have been operating since 2018.

What You'll Do

CPA is seeking an experienced, detail-oriented, and enthused professional to join our growing team as Human Resources/Administrative Associate. The Human Resource/Administrative Associate will assist with routine functions of the Human Resources (HR) department including coordinating recruitment, hiring and onboarding processes, administering pay, benefits and leave, training, and administering company policies and practices, including employment records, policies and forms. Additionally, the Human Resources/Administrative Associate will provide general office support, being the first point of contact with building management and equipment/supply vendors and assisting with public and private events hosted at CPA offices.

Who You'll Work With

The Human Resources/Administrative Associate reports to the Director of Technology Integration and Data Analytics, who currently serves as CPA's official Human Resources Manager. You will work closely with all CPA staff to assist with their personnel needs and ensure the smooth functioning of the CPA office.

Commitment to Diversity

At CPA, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and intend to hire employees that reflect our communities. Clean Power Alliance provides equal employment opportunities to all applicants for employment and prohibits 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.

Culture

CPA fosters a culture of open communication, responsibility, and intellectual curiosity. As a small team building the largest CCA in California, high levels of trust, collaboration, and mission alignment are key. We value transparency, responsiveness, and innovation.

Successful Candidates Must Demonstrate the Following Abilities:

- Be a strong writer who can write compellingly and clearly
- Translate complex technical information into accessible messages to diverse audiences
- Enjoy engaging with passionate internal and external stakeholders
- 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
- 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

Duties and Responsibilities

- Assist with administrative functions of HR such as tracking employee time, following up with vendors, keeping logs of incoming resumes, appointment setting, conducting pre-screenings and background checks and filling out employee benefit paperwork.
- Assist employees in managing salaries and benefits.
- Coordinate the talent acquisition process, which may include posting advertisements for open positions, screening resumes and applications, creating and updating job descriptions, setting interview appointments.
- Assist with training and development programs and initiatives that provide internal development opportunities for employees.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Coordinate with building manager as needed to support relocation and ongoing maintenance and upkeep of office(s).
- Ensure that all functions of an office are being coordinated and that office needs are being fulfilled, including assisting with public and private events and meetings at CPA offices.
- Maintain and order office supplies as needed and maintain equipment inventory.
- Maintain office services by organizing office operations and procedures; designing filing systems; collect, distribute, and send mail through the appropriate vendor.
- Update administrative office procedures as necessary.
- Collaborate with staff and General Counsel to meet the legal requirements applicable to the maintenance and retention of employment-related public records, policies, or forms.
- Performs other duties as assigned.

Qualifications

Candidates must have at least 2 years of human resource experience and at least 2 years as an Executive Assistant, Legal Assistant, or Office Manager, or progressively responsible secretarial/administrative experience. Bachelor's degree in Human Resources, Business Administration, or related field required. Start-up experience and a track record of building and maintaining human resource information systems is highly desired. Must be able to sit at a desk and work on a computer for prolonged periods.

Required Skills

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.

- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite and Adobe Pro software.
- Proficiency with or the ability to quickly learn the organization's human resources information system and talent management systems.
- Knowledge of modern office procedures and practices including preparing correspondence, filing, and operating modern office equipment; correct English usage, grammar, spelling, vocabulary, and punctuation.

Salary and Benefits

The salary range for this position is \$70,000-80,000, with exact compensation to be determined by Clean Power Alliance, dependent on experience. Benefits include health care, a 401(k)-like match program, paid vacation, and sick leave. This is not a civil service position.

How to Apply

Candidates should send a succinct and well-written cover letter and resume with 3 references to jobs@cleanpoweralliance.org. The start date for the position is as soon as possible and will remain open until filled.