



## **Administrative Associate**

### **Who We Are**

[Clean Power Alliance](#) (CPA) is Southern California's locally operated community choice aggregation (CCA) electricity provider across 32 communities within Los Angeles and Ventura counties, providing clean renewable energy at competitive rates. CPA is the largest CCA in California and 5<sup>th</sup> largest electric load serving entity in the State, serving over three million residents and businesses through approximately one million customer accounts.

### **What You'll Do**

CPA is seeking an experienced, detail-oriented, and enthused professional to join our growing team as Administrative Associate. The Administrative Associate will assist managers with routine administrative functions, including scheduling, meeting coordination and general office support, being a first point of contact with visitors and assisting with public and private events hosted at CPA offices. The ideal candidate must be comfortable with general office operations, including electronic correspondence, scheduling, filing, distributing mail, and coordinating meetings.

### **Who You'll Work With**

You will work closely with multiple managers with minimal supervision while maintaining the calendars and schedules for several functional areas to ensure the smooth functioning of the CPA office. The Administrative Associate reports to the Director of Technology Integration and Data Analytics, who currently serves as CPA's official Human Resources Manager.

### **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:**

- Enjoy engaging with passionate internal and external stakeholders
- Be a strong communicator who can write compellingly and clearly
- 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**

- For multiple managers, coordinate communication between various functional units, maintain calendar, schedule meetings, manage conference room reservation process, distribute reports and keep all parties informed of general business operations.
- Coordinate meetings and assemble information for non-Board/Committee meetings.
- Maintain office services by organizing office operations and procedures.
- Assist with 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 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.
- Performs other duties as assigned.

## **Qualifications**

Candidates must have at least 2 years of Administrative Associate, or progressively responsible secretarial/administrative experience. High school diploma or equivalency required. Bachelor's degree in Business Administration or related field desired. Start-up experience 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 organizational, scheduling, time management skills and attention to detail.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficient with Microsoft Office Suite and Adobe Pro software.
- 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 \$50,000-60,000, 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](mailto:jobs@cleanpoweralliance.org). The start date for the position is as soon as possible and will remain open until filled.