



Assistant / Coordinator / Associate

Class Description: Under the supervision of a Manager or Director, an Assistant, Coordinator or Associate supports RCEA staff by providing general or clerical duties related to one or more programmatic or administrative functions. Limited-term/part-time Assistant, Coordinator, and Associate positions provide internship-style career development opportunities related to energy, public policy, and/or government administration for those new to these fields.

Summary

Under direct supervision, provides varied administrative and programmatic support for agency operations, including office administration, customer service, and energy programs, as assigned.

Essential Functions and Responsibilities

Duties are illustrative only and may vary. Other duties may be assigned.

- Provide administrative support to staff and assist in general office management.
- Provide office and field-based customer service assistance.
- Perform office tasks such as answering phones, processing paper and electronic records, and entering data.

Minimum Qualifications

Experience/Education:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Education or experience equal to an Associate's degree in a related field, or two (2) years relevant work or educational experience, or any combination thereof.

Knowledge of:

- Basic office functions, such as operation of common office equipment, email and phone communications, scheduling, and document handling.
- Business software applications, including word processing, spreadsheets, email, calendars, and web browsers.
- Basic business terminology.
- Note taking, task management, and time management approaches and tools.

Ability to:

- Learn, understand, and effectively communicate information to coworkers, customers, and/or vendors.
- Promote and maintain a customer-centric approach to job duties.
- Work effectively as part of a team.
- Handle multiple tasks simultaneously at a fast pace and within stringent time constraints.
- Understand and apply office policies and procedures.
- Exercise discretion and independent judgment when necessary.

Working Conditions and Essential Requirements

The physical demands described here are representative of those required for the position, which may include both office-based activities and field work. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard and other office equipment. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. Some placements may require fine and gross motor control to place and operate diagnostic and data collection equipment in a variety of settings. Some placements may require the ability to use ladders and hand tools and to physically navigate building service spaces such as attics and crawlspaces or equivalent. The position occasionally requires lifting and/or moving objects. RCEA will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request. Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternate transportation and a safe driving record is required.

Preferred Qualifications

- Bachelor's degree in a related discipline from an accredited institution.
- Knowledge of RCEA programs.
- Prior experience working with public agencies and/or public utilities.
- Experience working with organizations involved with projects and programs in the areas of environmental and economic development.
- Experience working in an entrepreneurial context.

THE REDWOOD COAST ENERGY AUTHORITY IS COMMITTED TO A DIVERSE WORKFORCE AND IS AN EQUAL OPPORTUNITY EMPLOYER. RCEA MAINTAINS AND PROMOTES A POLICY OF NONDISCRIMINATION AND NONHARASSMENT ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AND NATIONAL ORIGIN OR GENETIC CHARACTERISTIC.