



# REDWOOD COAST Energy Authority

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County of Humboldt • Arcata • Blue Lake • Eureka • Ferndale • Fortuna • Rio Dell • Trinidad • Humboldt Bay Municipal Water District

## Administrative Coordinator

Position #272

The Redwood Coast Energy Authority (RCEA) is recruiting a part-time Administrative Coordinator to support our business planning and finance efforts.

**Compensation:** Up to 24 hours/week at \$18.87 to \$23.63 per hour with part-time RCEA benefit package (24 hours of annual sick leave and 14 annual paid holidays). Appointments typically start at the beginning of the hourly range. This position may be expanded into a full-time role in the future for the successful incumbent.

The primary duties of the Administrative Coordinator role are associated with supporting RCEA's various administrative and operations functions. This position will perform their work in the office Monday through Friday but is anticipated to spend up to 10% of their time assisting with non-office-based tasks including visiting the post office and local vendors.

Reporting to the Director of Business Planning and Finance, the Administrative Coordinator's responsibilities include processing incoming and outgoing mail; implementing both physical and digital filing and labeling systems for department documents; organizing physical and digital records; coordinating meetings and taking meeting notes; preparing forms and entering data; purchasing assistance including researching and gathering quotes; picking up supplies. Duties may vary and are subject to change.

The Administrative Coordinator will interface with all departments at RCEA, so the ability to work with a variety of individuals in a dynamic office environment is essential. An interest in business administration, finance, or accounting a plus.

Candidates with experience in any of the following areas are encouraged to apply: customer service, office administration/assistance, and/or project coordination. Candidates with the following characteristics may excel in this role: attentive to detail, organized, reliable and resourceful.

RCEA is a local government joint powers agency established in 2003, located in Eureka, California. RCEA's purpose is to develop and implement sustainable energy initiatives that reduce energy demand, increase energy efficiency, and advance the use of clean, efficient, and renewable resources available in the region. RCEA launched a Community Choice Energy program in 2017 through which we are procuring electricity for Humboldt County residents and businesses.

### Application Instructions:

Applicants must submit an RCEA Employment Application, resume and cover letter to RCEA, 633 3rd Street, Eureka CA 95501, or to [hr@redwoodenergy.org](mailto:hr@redwoodenergy.org). Attn: Administrative Coordinator Position #272. Incomplete application packages are subject to immediate disqualification. Applications are available at <https://redwoodenergy.org/employment/>.

### Application Deadline:

This position is open until filled.

**Vaccination requirement:**

Due to the close contact this role will have with RCEA staff in the office setting, documentation of vaccination against the coronavirus is a condition of employment. Applicants who seek reasonable accommodation for this requirement, based on medical condition or sincerely held religious belief should contact RCEA's Human Resources staff at [hr@redwoodenergy.org](mailto:hr@redwoodenergy.org) or 707-269-1700.

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, disability, veteran or marital status, sexual orientation, gender identity, national origin or genetic characteristic. RCEA strongly encourages people of color, women, and those who identify as LGBTQ to apply.