Job Opening

Administrative Assistant -
Administrative Services Department - MCE San Rafael Office

Submit a resume by 4:00 pm Monday, September 20, 2021. MCE reserves the right to close the recruitment when a qualified pool of candidates has been identified.

It is anticipated that audio/phone screens will be held on September 27 & 28, 2021.

Those selected to move forward from a phone screen will be invited to participate in a video cross-team interview tentatively scheduled for October 7-8, 2021.

Candidates selected to move forward from video interviews will participate in a final video interview anticipated for October 15 & 18, 2021.

The anticipated start date is approximately three weeks once the candidate has received the job offer. Currently planned for mid-November 2021.

Who We Are

MCE offers cleaner, locally-controlled, cost-competitive electricity options for more than one million residents and businesses in 36 Bay Area communities. MCE provides customers with 50% more clean energy than traditional electricity service and is 90% greenhouse gas-free. As a result, MCE customers are greening our electricity supply while helping invest in local energy programs. We are proud to be the first program of its kind in California and have been operational since 2010.

Who You’ll Work With

The Administrative Services team provides high-quality administrative support with positivity, flexibility, meticulousness, and determination.

Who You Are

As the Administrative Services Assistant, you will provide clerical and basic administrative level duties, including meeting and calendar coordination, supply monitoring, front desk coverage, records management, project coordination, and other department-specific duties as assigned. In addition, opportunities for cross-team engagement will open the door to learning about renewable energy technologies, energy efficiency, and community resiliency.

Essential Duties and Responsibilities (Illustrative Only)

- While working both remotely and in-person
  - Provide project support and coordination utilizing the Asana project management tool.
  - Engage in cross-team collaboration, including customer service, research, data collection, and other high-impact tasks across the agency.
Prepare documents, spreadsheets, and presentations using Microsoft Office Suite and Google Applications.

Provide support for MCE Board and Committee meetings.

Provide as-needed mailing and shipping services and coordination remotely.

- **Upon return to office in-person**
  - Handle all front-of-office duties including, but not limited to, routing incoming phone calls, greeting customers and guests, and receiving and distributing mail and office supplies.
  - Provide complete meeting and event coordination through scheduling, room, audio-visual set-up, refreshment ordering, and clean-up.
  - Maintain overall tidiness of the kitchens, supply rooms, conference rooms, and common areas, and coordinate staff on shared cleaning activities.

**Successful Candidates Must Demonstrate the Ability to:**

- Approach work with a hospitality mindset
- Take responsibility and work independently
- Coordinate team efforts
- Display patience, tact, and courtesy
- Communicate effectively in written and verbal form
- Understand accountability, integrity, judgment, and maintain confidentiality

**Experience/Education**

Education equivalent to an Associate degree in Business, Communications, or a related field or two (2) years of progressively responsible experience as administrative support, customer service, or hospitality service professional.

**What You Need to Know**

- Principles and practices of administrative support
- Microsoft Office Suite (Excel, Word, PowerPoint, Outlook) at an intermediate level
- Google Applications (Gmail, Drive, Docs, Sheets, Slides, Forms) at an intermediate level

**What Will Give You the Edge**

- Familiarity with Asana or other project management tools
- Familiarity with Zoom, Google Meet, or other screen-sharing and teleconferencing tools

**Compensation & Benefits**

**Compensation:**

- Competitive compensation package offered, based on candidate experience. Starting salary range for Administrative Services Assistant is $54,263-$70,361.
Benefits Include

- Paid holidays, vacation, sick, personal, family medical, parental leave, and paid holidays.
- MCE offers excellent fully funded health insurance options, including medical, dental, and vision for employee and their dependents.
- MCE contributes to a 401(a)-retirement plan, and you have the option of contributing to a 457(b) deferred compensation plan and flexible spending account.
- With our commute alternatives program, you can cover some or all travel costs—and have access to professional development opportunities for career-specific growth opportunities.
- Non-taxable reimbursement set amount towards the cost associated with qualified dependent care and fertility care.
- Set monthly allowance for up to two years for individuals to use for personal development, tuition reimbursement, or student loan payment.

Work Environment/Condition of Employment

- MCE strives to maintain a COVID-free workplace. To that end, being fully vaccinated is a condition of employment for all employees.
- Out of an abundance of caution, this position will be fully remote at least through December 2021. However, once it is deemed safe for MCE offices to reopen, this role has the option of a hybrid schedule (flex schedule) or entirely in the office. This position is based in San Rafael, CA.

To Apply
Submit your resume through LinkedIn Easy Apply. Submit your resume by 4:00 pm September 20, 2021. Selection procedures may consist of any or all of the following: resume review, interviews, and position-related skills assessment—direct questions to Carol at cdorsett@mcecleanenergy.org.

Our Commitment to Diversity
Diverse opinions, ideas, and experiences push us and challenge us to work better and wiser as individuals and as a team. We know that the more diverse our workforce is, the better we support our customers and the diverse interests they represent. Therefore, we provide an inclusive, empowering, and supportive work environment and welcome individuals from all backgrounds and walks of life throughout our organization, from our employees to our customers and community members.

MCE is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

MCE makes reasonable accommodations for qualified applicants with disabilities, sincerely held religious beliefs, and other conditions protected by applicable law.