



Receptionist and Board Clerk Assistant

Application Deadline: May 13, 2022

About East Bay Community Energy

East Bay Community Energy (EBCE) is the Community Choice energy service provider for customer accounts across Alameda County and the City of Tracy. EBCE's charter is to provide its customers with low carbon, cost-effective electricity that integrates innovative energy products and maximizes local benefits through the development of local solutions, ranging from increasing access to rooftop solar to supporting the adoption of electric vehicles.

Culture and Commitment to Diversity

EBCE believes in a vibrant culture that supports and nurtures a workplace that offers every individual the opportunity to attain professional goals and contribute to accomplishing our mission. We foster a culture of open communication, responsibility, curiosity, accountability, and teamwork. We want creative problem solvers that are excited to work in an entrepreneurial environment and grow our organization!

As an equal opportunity employer, we are committed to diversity, equity, and inclusion. We are committed to a diverse and inclusive workforce that is reflective of our service area's rich culture and communities. We welcome a diversity of experiences, perspectives, and skills.

We strongly encourage people of all characteristics to apply and prohibits unlawful discrimination and harassment of any type based on age, religion, color, gender identity or expression, race, ancestry, or national origin, religion or creed, marital status, military or veteran status, sexual orientation, genetic information or characteristics, and those with disability as protected by federal, state and local laws.

Position Summary

EBCE is seeking to hire a full-time Receptionist and Board Clerk Assistant, reporting to the Office Manager/Executive Assistant. EBCE is looking for candidates to manage our front desk daily, once we return to our physical office located in downtown Oakland. This role will work closely with office staff and be responsible for performing clerical tasks and office management to support daily operations. In addition, this role will support the Clerk of the Board.

Position Details

Essential Duties and Responsibilities

- Receptionist
 - Greet and welcome guests as soon as they arrive in the office
 - Answer, screen and forward incoming phone calls
 - Receive, sort and distribute daily mail/deliveries
 - Manage taking inventory of office supplies and placing orders accordingly
 - Provide clerical support for internal meetings (ex: making copies of agenda, ordering lunch, document scanning, etc.)
 - Provide staffing support for special events like quarterly all staff meetings, holiday party, and other events on an as-needed basis
 - Provide administrative support to EBCE Management as assigned
 - Recommend operational changes/enhancements and be involved in implementation of new office procedures
 - Support office manager in ensuring office equipment is in full working order
 - Lead in keeping the EBCE office in tiptop shape

- Administrative Support to the Clerk of the Board
 - Prepare correspondence, documents, and agendas for board related meetings in accordance with the Brown Act
 - Provide administrative support to the Clerk of the Board
 - Assist in maintaining the databases for the Board/Committee Membership, Actions, and compliance documents
 - Attend and clerk select Board, Committee and special meetings and take notes; edit drafts for composition and grammatical structure. Clerking meetings will involve managing virtual Zoom meetings and occasional travel to offsite meeting locations
 - Handle confidential information which has not yet been made public
 - Assist with Board and staff form 700 Filing
 - Research Public Records request in compliance with the California Public Records Act
 - Other duties as required

Minimum Qualifications

- High school diploma or equivalent 3 years of relevant work experience
- Knowledge of modern office practices and procedures, including business correspondence, filing, and standard office equipment operations
- Proficiency in Google Suite and Microsoft Office applications
- Knowledge of standard office administrative practices; procedures include business correspondence, correct English usage, grammar, spelling, vocabulary and punctuation
- Knowledge of records management practices and research method techniques
- Customer service attitude
- Ability to be flexible and adjusting to changing priorities
- Establish and maintain effective working relationships with those encountered during performance of duties
- Multitasking and time-management skills, with the ability to prioritize tasks
- Professional attitude and appearance
- Solid written and verbal communication skills

Compensation and Benefits

The salary range for this position is \$64,575 - \$83,639. The exact compensation package offered will be dependent on candidate experience.

EBCE offers a generous benefits package which includes:

- Individual, family, and domestic partner health insurance (medical, dental, vision)
- Life and AD&D, EAP, STD, and LTD
- Retirement with Employer Matching
- Paid Time Off and Holidays
- Flexible Spending Accounts (health and dependent care accounts)

Location and Working Conditions

This position will be based in EBCE headquarters in Oakland, near BART. *We are not providing relocation or sponsorships currently.*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. EBCE is dedicated to reasonably accommodate an

applicant for known physical or mental disabilities so that the applicant may participate in the application process. We will engage in a timely, good-faith interactive process with any employee with a known physical or mental disability to identify potential reasonable accommodations, if any, to enable the employee to perform the essential functions of their position.

- General office environment is primarily sedentary work which requires the following physical activities: standing, sitting, walking, reaching, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity.
- The employee must occasionally lift and/or move up to 10 pounds.
- The noise level is usually moderate.

Licenses/Certificates

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.

Submission Requirements

Applicants must submit a cover letter outlining key qualifications and reasons for your interest and current resume. Please include your name in the filename of the documents you submit and do not include any personal pictures. Email these documents and any questions to: jobs@ebce.org by 5 PM on Friday, May 13, 2022.

The information contained herein has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. The information also does not constitute either an expressed or implied contract, and these provisions are subject to change.