**ADMINISTRATIVE ASSISTANT**

The assistant performs specific duties within the areas assigned. This person is responsible for providing support for environmental programs such as: Local Use Vehicle (LUV) program, Strategic Plan Support, Energy Upgrade California. Support may include oversight of volunteers working on these projects as well. In addition, they will assist as needed with Measure R and general bookkeeping.

**Requirements:**

* Data entry and report generation for various programs including Enterprise Energy Management Information System (EEMIS), LUV, Climate Action Planning
* Research
* Serve as technical support to cities for EEMIS
* Support training including logistic, registration tracking, making copies, and follow up
* Support bookkeeping function including scanning and reconciling receipts, data entry, and tabulation for benefit accounts and reimbursements
* Support Measure R program as needed
* Assist in meeting and event preparation including organization of materials and making copies
* Provide general office support such as manage computer program upgrades
* Assist with Volunteer Program Administration, as needed
* Recording events and tasks on shared calendars and complying with internal procedures and processes
* Coordinate with other partner programs while working toward the goals of any one program
* Adherence to SBCCOG employee manual and SBESC policies

**Skills and Responsibilities:**

* 1 – 5 years experience
* Strong verbal and written communication skills
* Proficiency in MS Office suite, spreadsheet financials and browser-based web research
* Contact management/CRM database experience a plus
* Experience with project management software a plus
* Ability to work outdoors if necessary
* Ability to lift up to a minimum of ten pounds of equipment and materials
* Ability to work some nights and/or weekends as necessary
* Valid State issued drivers license, clean driving record and reliable mode of transportation
* Willingness to travel within L.A. County
* High School diploma. Degree in a related field, or an equivalent combination of training and experience a plus