

Administrative Assistant Position Description

Western Climate Initiative, Inc. (WCI, Inc.) provides cost-effective technical and administrative solutions to support the development and implementation of our Participating Jurisdictions' greenhouse gas emissions trading programs. Emissions trading is an approach to tackle climate change as it incentivizes innovative technology and economic growth while improving quality of life and promoting investments in clean, affordable energy. Through major technology investments, we enable the Participating Jurisdictions to build, use and maintain secure, reliable, and flexible IT systems.

WCI, Inc. is seeking a highly organized, versatile, and detail-oriented Administrative Assistant with excellent interpersonal skills to support and coordinate the efficiency of day-to-day business operations. The Administrative Assistant reports to the Assistant Executive Director and works closely with other WCI, Inc. staff and contractors.

Job Responsibilities

- **Administrative Support** – Assist with ongoing administrative functions of the organization, including:
 - Process incoming and outgoing mail, and manage corporate records to support operations and compliance with [Corporate Policies](#) (e.g. Retention of Business Records Policy, Accounting Policies and Procedures, etc.) and other operating procedure.
 - Prepare and file forms and other documents with various agencies.
 - Coordinate with administrative service providers to support delivery of accounting, payroll, insurance, office space safety, security and maintenance, auditing, teleconference, and other services.
 - Monitor inventory and purchase office supplies.
 - Technical writing, editing and posting support for internal and external communications (e.g. [WCI, Inc. website](#), [LinkedIn](#), email announcements, presentations, etc.).
 - Coordinate with service providers and Quebec-based staff to translate written materials into French (fluency in French not required but advantageous).
 - Make travel arrangements, answer phones, schedule meetings, trainings and events, as needed.
 - Track status of daily operations, prepare and maintain logs, operations documents and reports for senior management.
 - Assisting with recruitment and onboarding processes, as needed.
 - Perform other relevant tasks as assigned.
- **Board and Committees Support** – Assist the Executive Director and Assistant Executive Director with duties, logistics and projects related to Board and Committee meetings in compliance with corporate policies.

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- Schedule and notice Board and Committee meetings.
- Draft Board and Committee meeting agendas.
- Attend and document Board and Committee calls and meetings; track actions and decisions.
- Conduct research or analysis as requested to support Board and Committee action items.
- Arrange logistics and space for calls and in-person meetings.
- Perform other relevant tasks as assigned.
- **Accounting Support-** Assist with ongoing accounting functions of the organization, including:
 - Process invoices.
 - Prepare summary of monthly receipts and disbursements for data entry into accounting system by Accountant.
 - Mail payments as needed.
 - Review monthly bank reconciliations prepared by accountants
 - Support the annual audit process and the organizations' CPA firms in the preparation of the tax returns and filings.
 - Perform other relevant tasks as assigned.

Required Skills & Experience

- High school diploma or GED, Administrative Assistant Degree, or equivalent job experience in an administrative role. Additional courses in Business Writing is advantageous.
- Highly organized and detail-oriented with solid analytical and problem-solving ability.
- Versatile skill set to support a variety of different business functions.
- Excellent interpersonal skills; proactive self-started who is comfortable working in a highly collaborative environment with people from diverse backgrounds working remotely or in different geographic locations.
- Possess strong oral and written communication skills (spelling, punctuation, sentence structure and writing in a variety of styles, from creative to professional to technical to education and more); able to present and provide project updates to the team.
- Proficiency with Microsoft Office product suite (Excel, Word, PowerPoint, Outlook, Teams, etc.) and collaborative software (Optional: e.g. SharePoint, Jira and Confluence).
- Ability to prioritize and simultaneously manage multiple time-sensitive deadlines, to be flexible and to adapt when priorities change, and to anticipate, communicate and mitigate potential issues or risks in a timely way.
- Must have strong customer focused skills, demonstrate continuous adherence to work-place rules and corporate policies and possess a service and solution-oriented approach.
- Must be enthusiastic, communicative, eager to learn and driven by a desire for continuous improvement.

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- Ability to share knowledge and collaborate by developing content and documentation for distribution to other team members and managers.
- Fully proficient in English, in a professional environment.
- (Optional) Proficiency in French or Spanish are advantageous.

About This Position

This is a full-time salary position that may be located in Sacramento, California (headquarter) or Quebec City, Quebec (Satellite office).

WCI, Inc. offers competitive salaries and benefits commensurate with qualifications and professional experience and is committed to equal employment opportunity.

For more information, visit our [Website](#) and [Careers Page](#).

To Apply

Interested applicants should submit a cover letter, including a summary of qualifications, and a resume in English in PDF format [here](#).