**Admin II: Event and Office Coordinator**

Southern California Public Power Authority (SCPPA) is seeking qualified applicants for immediate hire for the position of **Admin II: Event and Office Coordinator**.

SCPPA is a joint powers agency and an independent public entity created in 1980 pursuant to the California Joint Exercise of Powers Act (Cal. Government Code §6500 et seq.) for the purpose of jointly planning, financing, developing, constructing, operating and maintaining projects for the generation or transmission of electric energy. SCPPA’s Members consist of 11 cities and one irrigation district: Anaheim, Azusa, Banning, Burbank, Cerritos, Colton, Glendale, Los Angeles, Pasadena, Riverside, Vernon, and the Imperial Irrigation District. Each Member owns and operates an electric utility serving retail customers within its territorial boundaries. The Members use SCPPA to procure generation, transmission, and fuel resources from projects across several Western States. Collectively, Members serve a population exceeding five million people in five Southern California counties. See SCPPA website for more information: [www.scppa.org](http://www.scppa.org/).

The Admin II: Event and Office Coordinator provides essential administrative and operational support for the organization. This position is responsible for coordinating events, maintaining office operations, and supporting department activities. The ideal candidate is highly organized, detail-oriented, and capable of multitasking in a fast-paced environment.

**Essential Job Functions**

**Event Coordination:**

* Plan, coordinate, and execute events, including meetings, workshops, and conferences, ensuring all logistical aspects are managed seamlessly.
* Develop and oversee event timelines, checklists, and budgets to keep events on track and within financial limits.
* Liaise with vendors, caterers, and venues to secure services, negotiate contracts, and coordinate event requirements.
* Arrange virtual and in-person meeting setups, including AV equipment, materials, and room layouts.
* Provide on-site or virtual event support, troubleshooting issues to ensure smooth execution.
* Collaborate with internal teams to create and distribute event-related communications and materials.
* Track and analyze event outcomes to recommend improvements for future events.

**Communication/Marketing**

* Manage, maintain, and update website content with information provided by Staff.
* Design the Annual Report, including communicating with cross-functional departments and Members to collect and organize report content.
* Design, create, and distribute monthly newsletter to SCPPA Members.
* Design and develop all marketing and communication materials to staff and SCPPA Members.

**Office Management:**

* Monitor and maintain office supplies, equipment, and inventory to support staff needs.
* Coordinate relationships with office vendors and service providers to ensure timely delivery and maintenance of services.
* Organize and maintain physical and digital filing systems for improved accessibility.
* Oversee facility needs, such as repairs and maintenance, to ensure a safe workspace.
* Manage calendars and scheduling for office spaces to ensure meeting and event availability.
* Assist with office budgeting and expense tracking for cost-effective operations.

**Administrative Support:**

* Provide high-level administrative assistance, including scheduling, correspondence, and meeting preparation.
* Prepare, proofread, and edit documents, reports, and presentations with accuracy.
* Coordinate travel arrangements, including accommodations, itineraries, and reimbursements.
* Perform data entry and maintain databases for accurate records.
* Develop and implement administrative procedures to enhance efficiency.
* Anticipate administrative needs and propose solutions proactively.

**Customer Service:**

* Serve as the first point of contact for internal and external clients, addressing inquiries promptly.
* Build and maintain positive relationships with staff, vendors, and stakeholders through effective communication.
* Provide exceptional service during events, ensuring participants’ needs are met.
* Handle sensitive information with discretion and maintain confidentiality.
* Demonstrate adaptability and a solution-oriented approach to managing concerns.

**Ability to:**

* Plan and execute events efficiently, managing logistics, timelines, and budgets.
* Coordinate office operations, including supply inventory, vendor relations, and facility maintenance.
* Communicate effectively, both orally and in writing, with diverse audiences and stakeholders.
* Prioritize tasks and meet deadlines in a fast-paced environment with attention to detail.
* Utilize software and tools like Microsoft Office Suite, scheduling platforms, and virtual meeting technologies.
* Develop and maintain professional relationships with vendors, staff, and external partners.
* Handle sensitive information with confidentiality and discretion.
* Prepare and edit professional documents, reports, and presentations.
* Provide excellent customer service and resolve inquiries promptly.
* Adapt to changing priorities and anticipate administrative and event-related needs proactively.

**Education, Training and Experience:**

Bachelor’s degree in business administration, or related field is required and at least three (2) years of experience in event planning and office coordination. Experience in a publicly owned utility or joint powers agency is preferred. Knowledgeable with event marketing platform is ideal.

The current annual salary range is $52,978 to $71,524 depending on experience and qualifications, plus benefits. SCPPA provides retirement benefits through a contract with the California Public Employees Retirement System (CalPERS). Qualified candidates should submit a letter of application, resume and three references to sortiz@scppa.org to the attention of Salpi Ortiz, Administrative Services Manager.

This recruitment is Open Until Filled, with a first review of applications received by January 31, 2025. The filing period may close at any time once a sufficient number of qualified applications have been received.