



# Western States Petroleum Association

<b>Job Title</b>	<i>Administrative Assistant, Strategic Communications and Technical and Regulatory Affairs</i>
<b>Supervisor</b>	<i>Vice President, Strategic Communications</i>
<b>Location</b>	<i>Sacramento</i>
<b>Exempt</b>	Yes ___ No <u>X</u>

## **Position Summary**

The Administrative Assistant, Strategic Communications and Technical and Regulatory Affairs provides primary administrative support to the Strategic Communications and Technical and Regulatory Affairs Teams. The position assists team members in their efforts, activities and projects that support WSPA's ability to "win" public policy matters at the state, regional and local levels. The position reports to the Vice President, Strategic Communications and is located in the Sacramento office. The position also provides administrative support to the Executive Assistant to the President to ensure the smooth administrative operation of the Executive office.

## **Essential Functions**

Primary job duties include:

Communications (Approximately 60 Percent):

- Supports team members in the execution of WSPA Strategic Communications efforts; including, but not limited to, earned media (proactive and reactive), social media, events, coalition development, digital content creation and other communications and outreach tactics
- Maintains a tracking/archive system of communications materials, including on-brand and on-message collateral materials and letters such as fact sheets, PowerPoint presentations, reports and studies
- Maintains a tracking/archive system for key reports and trackers, such as media inquiry & coverage tracker, technical study trackers and campaign wrap-up reports
- Assists team members' efforts in drafting and developing media responses and other correspondence

- Provides administrative support for the implementation of WSPA internal and member-facing events, such as the Annual Conference and Northwest Annual Conference, including logistical support and material development

#### Technical and Regulatory Support Functions (Approximately 25 Percent)

- Prepares and tracks budget and accounting documents for team projects and tracks the development of project contracts
- Conducts document review and formatting
- Maintains tracking and archiving system for technical and regulatory studies, reports and other informational materials
- Maintains organization, scheduling and reporting functions for internal staff and member company meetings (including cross-functional meetings and reproduction, circulation and distribution of materials)

Provides administrative support as assigned to the Executive Assistant to the President (Approximately 15 Percent)

#### **Qualifications**

- Must have strong administrative, secretarial and time-management skills (preferably a minimum of two years experience in an administrative role supporting efforts such as: public outreach, media relations, public affairs, government relations and/or regulatory and technical study development)
- Excellent computer skills with proficiency in Microsoft Office to include Word, Outlook, PowerPoint, Excel as well as the ability to learn new software quickly
- Must possess excellent interpersonal, listening and communication skills and be detailed oriented, well organized, flexible and a team player
- Proven ability to handle confidential information
- Excellent writing, proofreading and editing skill
- A track record of creativity and teamwork

#### **Key Skills and Competencies**

Required skills:

- Strong written and verbal communication
- Demonstrated ability to develop and format documents in software such as Word, Excel and PowerPoint
- Attention to detail, while maintaining the ability to multi-task
- Creativity
- Agility
- Team player
- Results-driven
- Positive and optimistic

## **Working Conditions**

The majority of work is performed in an office environment and involves sitting for extended periods working on a computer. The position may occasionally be given the option to work offsite at events, which may include evening hours. Nonexempt employees are responsible for tracking their time and coordinating immediate compensatory time and any approved overtime pursuant to the WSPA Employee Manual.

## **Supervisory Responsibility**

The Administrative Assistant position does not have supervisory responsibilities.

## **Equal Employment Opportunity Policy**

The Western States Petroleum Association (WSPA) is an equal opportunity employer and is committed to providing a non-discriminatory employment environment for all of its employees. It is WSPA's long-standing policy to provide equal employment opportunity without regard to race, religion, creed, color, sex, sexual orientation, age, national origin, ancestry, physical or mental impairment, military service, citizenship of individuals legally authorized to work in the United States or any other basis prohibited by law.

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***Please send resume and cover letter to [jberge@wspa.org](mailto:jberge@wspa.org) by COB March 8, 2019***