



Western States Petroleum Association

January 2, 2018

Western States Petroleum Association

1415 L Street, Suite 600
Sacramento, CA 95814

The Western States Petroleum Association (WSPA) seeks a Legal Operations Coordinator to be located in its Sacramento, California headquarters. WSPA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

COMPANY OVERVIEW

Western States Petroleum Association (WSPA) is a nonprofit trade association that represents companies engaged in petroleum exploration, production, refining, transportation and marketing in the five western states of Arizona, California, Nevada, Oregon and Washington. Founded in 1907, WSPA is the oldest petroleum trade association in the United States.

WSPA is dedicated to ensuring that Americans continue to have reliable access to petroleum and petroleum-based products through policies that are socially, economically and environmentally responsible. We believe that the best way to achieve this goal is through a better understanding of the relevant issues by government leaders, the media and the general public. Toward that end, WSPA works to disseminate accurate information on industry issues and provide a forum for the exchange of ideas on petroleum matters.

WSPA's headquarters is located in Sacramento, California. Additional WSPA locations include offices in Torrance, the Bay Area, Ventura, Bakersfield, Las Vegas, Nevada and Lacey, Washington.

POSITION OVERVIEW & ESSENTIAL FUNCTIONS

The Legal Operations Coordinator is responsible for managing assigned activities within the WSPA Legal Department. Reporting to WSPA's General Counsel and Corporate Secretary, the Legal Operations Coordinator must embody a high degree of moral character and professionalism. The position requires a dependable team player who is flexible, organized and

motivated. The Legal Operations Coordinator has the following general responsibilities and essential functions:

- Provide operational and managerial support to the WSPA Legal Department
- Assist General Counsel in managing and enforcing WSPA's antitrust compliance program
- Develop and manage issues matrix of WSPA's outside legal counsel contacts
- Provide recommendations to achieve efficiencies in managing outside legal counsel
- Assist General Counsel with identifying legal budget priorities and spending
- Manage WSPA's Authorization for Expenditures (AFE) Program
- Draft documents including, but not limited to, memos, letters, contracts, meeting minutes, meeting agendas and RFP's
- Monitor and coordinate litigation and legal issues tracking
- Coordinate legal team events and meetings
- Assist with preparation of various committee and Board of Directors meetings
- Assist with preparation of the WSPA Annual Meeting of the Regular Members
- Organize meetings and conference calls to address WSPA staff and member client issues
- Perform various administrative tasks and functions
- Assist General Counsel with tracking and managing legislative and rulemaking proceedings and other developments to promote and ensure consistency with advocacy positions and legal interests of the petroleum industry
- Attend meetings at the direction of the General Counsel

QUALIFICATIONS

- Bachelor's degree in business administration, communications or related field
- Minimum five (5) years proven experience, preferably with a legislative office, private law firm, federal, state or regional regulatory agency or in-house legal department at a company or trade association
- Candidate must possess strong oral and written communication skills
- Must be comfortable working under strict deadlines and collaboratively with WSPA staff, members and outside legal counsel
- Candidate must possess strong database management and advanced computer skills using Microsoft Office products as well as social media outlets
- Strong initiative and ability to manage multiple and diverse projects
- Experience in the oil and petroleum industry, environment or other energy-related matters is a plus

ADDITIONAL KEY SKILLS

- Excellent writing, speaking and organizational skills

- Exercise good business judgment
- Politically savvy and an appreciation for trade association dynamics
- Impeccable ethical standards and ability to shield confidential matters from disclosure
- Ability to foster a culture of teamwork
- Interpersonal skills to build strong, trusting relationships with WSPA members, executive management and staff

PROCESS

Interested candidates should submit a resume and cover letter with salary requirements in Microsoft Word format via email to JOEY@WSPA.ORG. Please include **“LEGAL OPERATIONS COORDINATOR”** in the subject line of the email.

You may be required to complete additional documents to be considered for this position.

No calls please!