

Energy & Operations Services Assistant

Description

The American Public Power Association is looking for an enthusiastic, organized and customer service-oriented person to assist in executing program and administrative functions for APPA's Energy and Engineering programs including the Reliable Public Power Program (RP₃), the eReliability Tracker Program, and more.

This person should be passionate about any of the following areas: efficiency, energy, electric utilities, systems and software use and development, and science.

The ideal candidate for this position should have:

- Excellent customer service skills.
- Top notch organizational skills.
- The desire to keep learning as a lot of new technologies would be learned.
- Experience with energy, utilities, meetings, system walk throughs are a plus.

Some of the position's responsibilities include:

- Serving as a first point of contact for APPA members and nonmembers and ensuring a satisfactory outcome to their questions and comments.
- Assisting with research on technical, regulatory, engineering, environmental, energy and related issues as needed.
- Developing a thorough knowledge and understanding of APPA, its membership, the engineering services department activities and projects, and the role of APPA as a service organization.
- Undertaking assignments as directed by the Vice President, Engineering Services.
- Planning and executing relevant program meetings including, scheduling, arranging food, hotel needs, communications on the meetings, and agendas.
- Working with the operations and engineering services team on development and implementation of programs in the Engineering Services Department such as the Engineering and Operations (E&O) Technical Conference, and others.
- Monitoring and assisting with relevant engineering program operations' web pages and online content as needed.

Required education and experience:

- Degree from a 4-year college or university; STEM degree desired.
- One-year relevant experience.
- In-depth knowledge of Microsoft Office applications including Microsoft Word, PowerPoint, Excel, and Access **and** in using HTML to maintain website pages.
- Ability to follow instructions and work independently to carry out assigned duties.
- Ability to organize and handle a variety of tasks.

- Tact and courtesy in dealing with co-workers, the public, and members.
- Proficient in the use of feature and bug tracking software, such as Git Hub.
- Excellent verbal and written communication skills.
- Initiative and excellent attention to detail.
- Ability to learn and utilize variety of software platforms.

The American Public Power Association is an equal opportunity employer. Qualified candidates should reply with a cover letter and resume to humanresources@publicpower.org with **Energy & Operations Services Assistant** in the subject line.