Position Announcement: Administrative Assistant

The Wyoming Energy Authority (WEA) is a state instrumentality formed by the Wyoming Legislature in 2020. WEA serves as a unifying organization for Wyoming’s energy industries and is the home of the State Energy Office. WEA advances Wyoming’s energy strategy by driving data, technology, and infrastructure investments. The WEA is managed by a Board of Directors who sets the goals and objectives of the WEA. The WEA is funded by the Wyoming legislature through the Office of the Governor. As an authority, the WEA provides flexibility and agility for its employees to work with other state agencies and private industries to encourage and promote energy projects across the state.

Job Summary

The WEA is seeking to hire an administrative assistant.

The administrative assistant will provide support to the Executive Director and other staff members. Duties will include but not be limited to:

- scheduling for the Executive Director
- managing and tracking internal documents and contracts
- maintaining office equipment and ordering office supplies
- answering the main phone line
- assist the accounting manager with deposits and other accounting duties
- schedule, record minutes, arrange travel and logistics for board meetings
- assist with planning WEA’s Energy Summit
- provide grant management support for the SEP Manager
- Other duties as assigned by the Executive Director
Knowledge/Skills/Essential Functions

- Excellent customer service and relationship skills;
- Ability to organize and manage time;
- Knowledge of agency and division policies and procedures;
- Excellent written and oral communication skills;
- Excellent organizational skills; Ability to maintain confidentiality, security, and privacy;
- Proficiency with Microsoft Office Suite, Google applications, and other electronic applications.

Salary: Commensurate with experience

Contact: Jami Blosmo, jami.blosmo@wyo.gov; (307) 635-3573

Closing: Send resume and cover letter to jami.blosmo@wyo.gov

This position will remain open until filled.