

Position Announcement: Administrative Assistant

The Wyoming Energy Authority serves as a unifying organization for Wyoming's energy industries and is the home of the State Energy Office. The WEA advocates for, facilitates and advances Wyoming's energy economy through implementing the state's energy strategy; delivering positive economic impact and jobs for Wyoming, fostering an environment for the sustainability and growth of Wyoming's overall economy, and ensuring Wyoming continues to power the nation. The WEA is managed by a Board of Directors who sets the goals and objectives of the WEA. 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

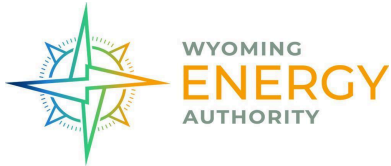
The WEA is seeking to hire an administrative assistant.

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 and staff
- Managing and tracking internal documents and contracts
- Maintaining office equipment and ordering of office supplies
- Answering the main phone line and monitoring messages received through the website
- 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, legislative lunch, and other events
- Provide grant management support for the SEP Manager and the Investments Director
- 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. Familiarity with project management applications, such as Monday.com, is preferred.

Salary: Commensurate with experience

Job Type: Full time, in person. Qualified individuals may also be considered on a part time basis

Contact: Jami Blossmo, 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.