



Administrative Assistant

Reports to: Executive Director

Status: Part-time, non-exempt, hourly

Schedule: 20-29 hours/week, during regular business hours (Monday-Friday, 8 a.m.-5 p.m.)

Location: This position is based in Veloz's headquarters office in Sacramento, California (1-2 days/week in the office; other days remote in Sacramento)

Application Deadline: April 28, 2023

About Veloz

Veloz believes that the future of transportation is electric for all. We envision a world in which vehicles are electric and that all people, corporations, and agencies who want or need a car or truck can and do choose electric, knowing the energy that powers these vehicles is carbon free. Veloz aims to make electric for all a reality. We are driven to overcome three critical barriers to electric vehicle (EV) uptake: upfront cost, charging infrastructure and public awareness. We do this by:

- Engaging our powerful members in effective public-private partnerships
- Creating programs that build the movement for transportation electrification
- Crafting provocative public awareness and education campaigns to change the conversation about EVs and who they are for (spoiler: everyone!)

Veloz is a membership-based, movement-building organization that is unleashing the power of California consumers through signature education initiatives like [Electric For All](#). Veloz's award-winning 2019 Electric For All campaign — *Kicking Gas* featuring Arnold Schwarzenegger — achieved more than 224 million impressions. The 2020 campaign — *40 Million Reasons to Go Electric* — featured some of California's most influential EV drivers and advocates, from actor Mark Ruffalo to artist/activist Favianna Rodriguez. In 2022, Veloz is adapting to market changes and using mythical creatures to increase EV education and bust common myths.

Veloz is a growing 501 (c)(3) nonprofit. Our work and that of our cross-sector [members and partners](#) have the power to transform how Californians move, ensuring better public health outcomes, a stronger and more just economy, and a cleaner and more sustainable climate for all communities.

Opportunity and Position Description

In this position, the Administrative Assistant is part of a passionate and collaborative organization that is changing the conversation about EVs in California and beyond, sparking a virtuous cycle of consumer awareness and demand. Veloz plays a unique and important role in the EV landscape. Now is the time to take our efforts to an exponentially more impactful level. This requires a clear and inspiring vision, sophisticated strategies, significant and sustained financial support, and smart implementation.

Reporting to the Executive Director and partnering with the small but mighty Veloz team, the Administrative Assistant plays a critical role in making the electric for all vision a reality by performing a variety of administrative, clerical, board support and general support tasks.

Administrative and Clerical

- Manage annual Veloz meeting calendar and track key industry events
- Draft letters, managing PowerPoint deck creation and manage speaking engagements
- Assist with Executive Director meeting scheduling as needed
- Manage, maintain and optimize Veloz contacts database
- Optimize and manage online (Dropbox) filing structure and versioning process
- Manage and protect online passwords and business confidential information
- Manage invoice and credit card receipts for Veloz online platforms including, but not limited to Zoom, LastPass, Dropbox, Mailchimp, Adobe, Microsoft, project management software, etc.
- Order and maintain office supplies, stationary, computer equipment and branded materials
- Act as main point of contact with office front desk and reserve conference rooms for staff meetings
- Support staff travel logistics including, but not limited to ground transportation, airfare lodging, conference registration, etc.
- Package and mail collateral, reports, letters, welcome packages and other materials as needed.
- Maintain physical filing system

Board Support

- Manage support and facilitate board (3x/year) meeting calendar, meeting date selection, budget and receipt reconciliation, host identification, board and staff travel logistics and accommodations
- Draft initial board communication emails and letters on behalf of the Executive Director
- Manage and complete all Veloz Board documentation for new and renewing Board leaders
- Create, maintain, order and ship new board leader welcome packages as well as managing special awards and thank you gifts
- Board Meeting Logistics (3x/year in person)
 - Maintain, track and update board roster and contacts (email, cell phone, mailing address, etc.), including contacts for primary and secondary board executive assistants and key support staff
 - Research, plan, and execute pre-board meeting receptions
 - Create, track and confirm board meeting and pre-board reception RSVPs
 - Identify, purchase and manage logistics associated with board meeting and reception catering
 - Create, manage and complete board pre-read timeline, preparation of board pre-read and distribution (electronically and printed copies)
 - Create, update and print board attendee table tent cards
 - Create and manage board PowerPoint
 - Manage day-of onsite logistics including, but not limited to working with security, last-minute RSVPs, greeting board members, working with A/V, securing tables and chairs, etc.)

- Take board meeting minutes, edit, finalize, file for review/signature by Executive Director and Board Secretary/Treasurer

Culture

- Support and facilitate positive team culture including, but not limited to:
 - Identify and execute Veloz teambuilding activities
 - Maintaining a staff birthday calendar
 - Plan and manage the Veloz staff holiday party
 - Purchase and send gifts, flowers as needed
 - Sending thank you notes, condolences, etc.

Qualifications

Alongside the Executive Director, the Administrative Assistant will support the team’s efforts to realize Veloz’s vision and mission, while elevating their work to our next levels of impact through their track record and expertise.

The Administrative Assistant also possesses the following skills and qualities:

- Minimum 3-5 years of experience in administrative, clerical work and board support
- Ability to communicate (both oral and written)
- Deploys discretion, judgement and knowledge of the organization’s activities with diplomacy and confidentiality
- Strong customer service, detail-orientation and organizational skills, with ability to prioritize and multi-task
- Reliable, flexible and able to operate proactively to anticipate needs
- Demonstrated experience in supporting event logistics
- Ability to work independently and take initiative to accomplish assigned tasks accurately, on time and with regular follow-up/status updates to the team
- Highly collaborative working style with ability to operate alongside the Executive Director to manage tasks
- Technologically savvy with strong proficiency in Outlook, Zoom, Dropbox, Microsoft Office Suite, MAC OS, Adobe, etc.
- Ability to work in an office setting and from home, with up to 5-7% travel
- Intellectual curiosity and commitment to becoming a credible, respected representative of Veloz

Our Commitment to Equity, Diversity & Inclusion

Veloz values equity, diversity, and inclusion. Our membership and leadership reflect strongly held principles around diversity of perspective, background and sector. Diversity is the cornerstone of our credibility and effectiveness and is reflected in how we operate, including search and hiring processes, promotion, and professional development. We are committed to an inclusive and transparent recruitment process and recruit and hire without regard to race, national origin, religion, gender, gender identity or expression, sexual orientation, physical ability, marital status, veteran’s status, or age. People of diverse backgrounds are strongly encouraged to apply.

Don't meet every single requirement? At Veloz we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. You might just be the perfect candidate for this role!

Compensation and Benefits

The pay range for this position is \$25 - \$35 per hour, commensurate with experience. Veloz offers this part-time position access to paid leave plans which include personal, sick, and vacation (accrued), along with 11 paid annual holidays. In addition, a mobile phone/internet stipend is offered for remote employees.

Application Process

To apply or nominate a candidate, please send a cover letter and resume in a combined PDF file to hello@veloz.org. This position is open until filled, with an initial application deadline of **5 PM Pacific Time on Friday, April 28, 2023**. Candidate review, phone screens and interviews begin immediately and will be conducted throughout the search period.