

Name: Administrative Support

Position: Full-time ARCHES employee

Location: Program is California state-wide with headquarters in Irvine, California

Frequent in-person engagements will be required

A portion of the role may be accomplished remotely/virtually

Organization:

The Alliance for Renewable Clean Hydrogen Energy Systems (ARCHES) has been formed to actualize California's vision to produce and deploy renewable, clean hydrogen at scale across multiple sectors. This actualization will realize a self-sustainable marketplace and ecosystem while reducing local air pollution in the most challenging heavy-duty sectors in the most disadvantaged communities and providing strong community benefits for all.

ARCHES H2 LLC is a public-private nonprofit corporation founded by the CA Governor's Office of Business and Economic Development, the University of California system, The State Building and Construction Trades Council of California, and the Renewables 100 Policy Institute, working in partnership with utilities and private large and small businesses.

The U.S. Department of Energy (DOE) is providing the initial funding to the ARCHES organization (up to \$1.2 billion over the multiple year life of the award). A significant local match in funding is required, yet the DOE leadership requires that a very prescribed set of requirements be met. These prescribed requirements range from how the program is organized, how projects within the program are implemented, and how information and progress is reported.

Administrative Support Role Description:

A key requirement for ARCHES, operating under a US Federal Award, is compliance with the terms of the contract. This role will be responsible for supporting the meeting of these requirements by providing administrative support to the C-Suite officers and delivering to business requirement associated with running an office. The position will work closely with the Director of Business Management in support of the daily operations. Ideally, the candidate will have prior experience in a support role at the highest levels of a newly forming organization.

Reporting Structure:

The Administrative Support will be an ARCHES H2 LLC employee, reporting directly to the Director of Business Management.

Administrative Support Specific Responsibilities:

- Manages schedule and calendar of the officers
- Supports the organization of executive meetings and other committees as directed
- Administers expense statements
- Manage the ARCHES inbox (info@arches.org) and NDA process
- Supports the administration of the ARCHES office
- Follows ARCHES and program protocols for document management and archiving
- Actively supports the application of time and budget tracking and reporting

Experience/Education Requirements:

- Ability to work with multiple senior personnel
- Ability to work independently with limited supervision
- Confident dealing with people regardless of seniority
- Proactive and flexible attitude and willing to get involved to ensure outcomes are achieved
- Able to produce timely documents
- Exceptional interpersonal skills and personal resilience to working under stressful situations and different styles of leadership
- High degree of computer literacy including intermediate to advanced knowledge of Microsoft Office
- Ability to maintain confidentiality with sensitive data
- Commensurate experience in a similar position
- Mailchimp experience a plus
- Prior experience working in a start-up environment a plus

Authorities:

- Manages administrative duties at the direction of the Director of Business Management.

Unique Application:

The uniqueness of this ARCHES organization and the associated program is difficult to overstate. The effort is a combination of furthering the development and maturity of a newly formed LLC organization at the same time as establishing programmatic functionality for the program guided by prescribed federal government requirements. Secondly, the projects within the program are being delivered by wholly separate partners that require the structure and continuity and funding associated with the program but will

have their own methods of delivery. Finally, the entire premise of the LLC and associated program is to establish an entirely new marketplace with an associated supply chain in hydrogen. The Administrative Support role will be extremely influential in the success of the ARCHES H2 LLC.