

Name: Executive Assistant to the Chief Executive Officer

Position: Full-time ARCHES employee

Location: Average up to 4 days per week at the ARCHES Office (5270 California Ave, Irvine, CA)

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.

Executive Assistant Role Description:

A key requirement for ARCHES, operating under a US Federal Award, is compliance with the terms of the contract. The Executive Assistant to the CEO position will be responsible for supporting the meeting of these requirements by providing administrative support to the CEO. The position will work closely with the Chief Executive Officer in support of the daily operations of that role. Ideally, the candidate will have prior experience in a support role at the highest levels of an organization.

Reporting Structure:

The Executive Assistant will be an ARCHES H2 LLC employee, reporting directly to the Director of Business Management (DBM).

Executive Assistant Specific Responsibilities:

- Manages schedule and calendar of the CEO

- Organizes meetings of the CEO and other committees as directed
- Administers CEO expenses
- Supports the administration of the ARCHES office
- Follows ARCHES and program protocols for document management and archiving
- Prepares presentation materials for the CEO
- Actively supports the application of time and budget tracking and reporting
- Supports the members of the C-Suite at direction of the CEO
- Ability to maintain confidentiality with sensitive data
- Basic office space management responsibilities

Experience/Education Requirements:

- Ability to work with internal and external stakeholders
- 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
- Mailchimp experience a plus
- Commensurate experience in a similar position
- Prior experience working in a start-up environment a plus

Authorities:

- Manages administrative duties at the direction of the CEO and DBM

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 Executive Assistant role will be extremely influential in the success of the ARCHES H2 LLC.