

**Administrative Assistant  
Klamath River Renewal Corporation  
Full Time  
Berkeley, CA**

**About the Corporation**

The Klamath River Renewal Corporation, or KRRC, is a private, independent nonprofit 501(c)(3) organization formed by signatories of the amended Klamath Hydroelectric Settlement Agreement, or KHSA. KRRC is part of a cooperative effort to re-establish the natural vitality of the Klamath River so that it can support all communities in the basin. Signatories of the amended KHSA, including the States of California and Oregon, local governments, Tribal nations, dam owner PacifiCorp, irrigators, and several conservation and fishing groups, appointed KRRC to take ownership and oversee removal of four hydroelectric dams on the river. KRRC's work is funded by PacifiCorp customer surcharges and California Proposition 1 water bond funds.

KRRC's job is to take ownership of four PacifiCorp dams in Oregon and California — JC Boyle, Copco, No. 1 & 2, and Iron Gate — and then remove these dams, restore formerly inundated lands, and implement required mitigation measures in compliance with all applicable federal, state, and local regulations. PacifiCorp will continue to operate the dams in the interim. Removal of the four hydroelectric dams is the first crucial step to restore the health of the Klamath River and the communities that depend upon it. KRRC's sole focus is to accomplish this first step.

Overseen by a 15-member Board of Directors and its five-person Executive Committee, KRRC has initiated the processes that will lead to the decommissioning and removal of the dams. Major construction activities are anticipated to start as early as 2021. For more information, please visit: [www.klamathrenewal.org](http://www.klamathrenewal.org).

**Administrative Assistant**

KRRC seeks a responsible and energetic person to provide crucial administrative support to assist with the day-to-day operations of the Corporation. The Administrative Assistant will be responsible for managing schedules and travel arrangements, logistical planning for, and implementation of, Board and stakeholder meetings, and managing the office space. The successful candidate will have excellent organizational skills, be able to take direction, and to work effectively and efficiently with minimal supervision. As an integral part of a small, dynamic organization, s/he will work in a fast-paced environment requiring detail-oriented work, independence, and professionalism. This is an excellent opportunity for an individual looking for exposure to high-impact environmental work. This position will report to the Manager, Board and Special Projects.

**Primary Duties and Responsibilities**

The Administrative Assistant will perform the following and other duties as assigned:

- Support the CEO, CFO/COO, and other staff with scheduling and coordinating conference calls, meetings, and workshops.

- Assist with coordinating all aspects of KRRC-related travel arrangements, including making reservations and processing expenses and reimbursement forms.
- Coordinate and manage logistics for Board meetings and other events, including arranging travel and catering, acting as the point of contact for logistics and accommodations questions, and attending Board meetings to provide logistics support, as requested.
- Assemble Board packets and other meeting materials, including reviewing and compiling materials and supporting printing and distribution.
- Assist with production and ensure quality control of outgoing work products, including editing and formatting of materials.
- Track and review news articles, regulatory proceedings, blog posts, and social media for distribution.
- Read and route incoming correspondence (calls, emails, etc.) and requests; greet visitors.
- Coordinate technical and IT support to staff or Board members, as requested.
- Provide additional administrative support for the day-to-day operations of the Corporation, as requested.
- Conduct discrete program-oriented research or coordination tasks, as requested.
- Keep and maintain inventory of office supplies and equipment.

### **Desired Experience and Qualifications**

The successful candidate will have the following minimum qualifications:

- Bachelor's degree or equivalent combination of academic and professional experience.
- 2+ years' experience as an Administrative Assistant or in an office support role.
- Strong attention to detail and organizational skills.
- Proven ability to work effectively and efficiently with minimal supervision; ability to work under pressure, prioritize, and multi-task.
- Excellent personal and interpersonal communication skills.
- Very strong writing skills.
- Interest, comfort, and strength working in a small, dynamic environment.
- Experience working with Boards of Directors desired.

### **Compensation and Location**

KRRC offers a competitive salary that is commensurate with experience and benefits package. The position will be based in Berkeley, CA. Periodic day and over-night travel in California and to Oregon may be required.

### **To Apply**

To be considered for this position, interested candidates must submit a resume, cover letter, and salary requirements to [info@klamathrenewal.org](mailto:info@klamathrenewal.org).

*KRRC is an Equal Opportunity Employer.*