



New Energy Nexus – Operations Associate

The Organization

New Energy Nexus is an international organization that supports clean energy entrepreneurs with funds, accelerators and networks. We started in California and have expanded operations into China, India, Southeast Asia, and East Africa. Our mission is to support diverse entrepreneurs to drive innovation and build equity in the global clean energy economy. Our goal is to support 100,000 startups to succeed by 2030 – a decisive decade in our collective struggle with climate change. With our network, we directly boost hundreds of entrepreneurs annually while uplifting thousands more. Since 2004, New Energy Nexus (up until recently known as California Clean Energy Fund) has leveraged \$1.5 billion in investment, invested in over 100 clean energy enterprises, and launched industry leading centers for solution collaboration.

Learn more at www.newenergynexus.com.

The Opportunity

New Energy Nexus is looking for an **Operations Associate** to support our platform organization for a rapid, exponential, global expansion. The person in this role will support the global platform team with core operations tasks ranging from event and office management to contracts management, operational systems design and maintenance, process and workflow design, finance and budgeting tasks as well as special projects. If you have a passion for clean energy, entrepreneurship, enjoy process design, operational excellence and enabling organizations and people to succeed, this position may be for you! This job is located in Oakland, CA. Relocation assistance is not available.

The Ideal Candidate

We are looking for an individual who is a fast learner, self-motivated, solution oriented, tech-savvy and can work with many different individuals while juggling priorities. If you know how to make “it” happen, this is a role for you. If your ultimate dream job is Chief Operating Officer of a global social enterprise, you should apply because this role is a high-paced stepping stone on that career path.



Key Responsibilities:

The Operations Associate will initially focus on work in three main areas; we expect the role's responsibilities to grow quickly as the recruited individual learns about processes and program content:

1. Support Finance & Operations Leadership

- Shephard contracts, invoices, purchase orders etc from initiation through completion for our program teams
- Support Controller with expense report processing, audit trail documentation and reconciliation for various financial processes, e.g. credit cards, procurement documentation
- Source and managing office systems access and configurations for a global team of 30 staff, including trouble shooting
- Manage core corporate data repositories
- Manage and coordinate one-time projects and ad-hoc programs
- Assist all team members process and systems compliance
- Manage corporate email accounts

2. Support Program Leadership

- Create or improve knowledge sharing templates
- Fulfill discrete event and program management tasks delegated by program directors and program managers
- Coordinate and support complex scheduling requests

3. Support Communications and Development Leadership

- Manage events
- Implement defined communications projects
- Support CRM data quality efforts
- Represent New Energy Nexus in a positive way at external and internal functions, including welcoming and onboarding of new staff



Qualifications

Specific Skills Required

- Associates Degree in Business or related field with a minimum of 3 years of work experience or Bachelor's Degree in Business Administration, Economics, Finance, Information Systems or related field with a minimum of 1 year of work experience.
- Passion for excellence in operations, process development, and project management
- Strong attention to detail
- Highly skilled in MS Office (or similar Google) applications
- Knack for SaaS end user management and Level 1 end user trouble shooting
- Ability to thrive in a fast-paced entrepreneurial environment and in a role that will require prioritizing competing demands
- Ability to handle improvisation and ambiguity with a positive outlook
- Sense of urgency and solution focus
- Collaborative work style

Valued qualifications

- Digital media savvy
- Ability to manage website updates in WordPress
- Cultural and language competency for non-US markets a plus

How to Apply:

New Energy Nexus values and celebrates diversity among our employees and in our movement and knows that's the way we're going to win big. We are an Equal Opportunity Employer -- all qualified applicants will receive consideration without regard to race, color, religion, gender identity or expression, sexual orientation, national origin, age, disability, family/marital status or veteran status. All qualified candidates are encouraged to apply as soon as possible. We will compensate competitively and have good benefits and a supportive culture. To be considered, please submit your resume and a cover letter expressing your passion for the mission and why you're right for the role. Please submit your application to christina@newenergynexus.com with the subject line email of the application in the following format

New Energy Nexus Operations Associate [First Name] [Last Name].

Applications will be accepted on a rolling basis. Short-listed candidates will be contacted for interviews.