

Job Posting: Administrative and Operations Coordinator

Organizational Background

[Renne Public Policy Group \(RPPG\)](#) is Sacramento-based lobbying, political consulting, and grant writing division of [Renne Public Law Group \(RPLG\)](#). RPPG primarily advocates on the behalf of California local public agencies and private companies that align with the interest of public agencies.

Based in San Francisco, RPLG practices throughout California, advising and advocating for public agencies, nonprofit entities, individuals, and private entities in need of effective, responsive, and creative legal solutions.

Position Summary

Reporting to the firm's Managing Director, the Administrative and Operations Coordinator will work closely with leadership team to provide a variety of administrative and operational support tasks. This is an operational and administrative "track" position with room for advancement. This is a primarily in-person position, proof of COVID-19 vaccination is required per the OSHA ETS and firm policy.

Specific Responsibilities (Including but not limited to)

To perform this job successfully, an individual must be able to perform each essential job function at a high level, with or without accommodation. The following is non-exclusive list of essential job duties.

- Intensive scheduling and logistical coordination: Managing the calendar of the firm's Managing Director and some scheduling for other RPPG staff - working with clients to set up meetings, conference calls, or video conferences.
- Acting as a frontline representative of the firm: Fielding incoming phone calls and emails, interacting professionally with clients, state and local officials, and others.
- Maintaining and updating internal billing, operational reports and external client reports through Clio, CapitolTrack, Microsoft Word and Excel.
- Work with Managing Director, to improve coordination of firm's work and to keep work moving to meet deadlines.
- Maintaining databases/contact lists.
- Conducting online research as needed.
- Preparing documents and presentations using Microsoft software tools.
- Managing meeting materials and documentation, including agenda planning, note taking, as well as follow-on action items to ensure team is completing tasks.
- Maintaining electronic and/or hard copy files in a consistent manner.
- Proofreading materials for grammar and accuracy.
- Miscellaneous office duties - ordering office supplies, coordinating printing orders, coordinating lunch orders, delivering materials in Downtown Sacramento area.
- Work with outside consultant with required (quarterly) Fair Political Practices Commission (FPPC) reporting as well as other FPPC filings and reporting.
- Process monthly expense reports.
- Work with RPLG Firm Director on general support services for Sacramento office and as needed for the San Francisco office.
- Other administrative support duties as directed.
- Please note that regional and statewide travel may be required as needed.

Qualifications

Candidates must meet and/or demonstrate the following educational and interpersonal skills to be considered for this position.

- Excellent organizational skills with strong attention to detail is required.
- Bachelor's degree preferred. **Note:** Equivalent combination of education and experience sufficient to successfully perform the essential job duties may be considered.
- Demonstrated success in delivering high-quality work product on a consistent, reliable basis in a fast-paced work environment with ambitious goals and tight deadlines.
- Strong interpersonal, written, analytical and verbal communication skills are required.
- Demonstrated ability to work independently and with minimal supervision.
-
- Intuitive ability to recognize and appropriately convey the sensitive nature of any situation and the ability to keep all matters appropriately confidential.
- Ability to handle multiple and various assignments at a time, prioritize work, and adjust to multiple demands.
- Excellent computer skills, proficient with MS Office applications.
- Flexibility to adjust and contribute to continually evolving work situation and changing priorities.
- Ability to carry items 25LBS in weight such as laptops, padfolios, notebooks, office supplies etc.

Salary

Compensation depending on experience. Includes health, dental, defined contribution retirement benefits and parking provided. The position will remain open until filled. All applications will be treated confidentially.

Application Submittal Instructions

Please email cover letter and resume to info@publicpolicygroup.com (**phone inquiries will not be considered**).

Please put "**First Name, Last, Administrative and Operations Coordinator**" in subject line of email.

Renne Public Policy Group, a division of Renne Public Law Group ® is an equal opportunity employer. We value a diverse workforce and an inclusive culture. RPPG encourages applications from all qualified individuals without regard to race, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, veteran status, or any other characteristic protected by applicable law. RPPG makes every effort to assure that its recruitment and employment provide all qualified persons, including persons with disabilities, with full opportunities for employment in all positions.

RPPG is committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need assistance applying online, please email info@publicpolicygroup.com. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

###