



Job Posting #:	30FB06202025	Posting Type:	External
Job Title:	Department Assistant – Power Development	Grade/Classification:	105/Non-Exempt
Department:	Power Development	Location:	Fredericksburg, VA

JOB DESCRIPTION

OVERVIEW

The Department Assistant will support the Power Development department by providing administrative, analytical, and business development support and assistance. The Power Generation group will be identifying suitable sites and locations in collaborations with internal and external parties, to identify suitable locations to supplement and locate support generation to power data-centers and potentially other industries.

ROLE AND RESPONSIBILITIES

- Support Director and internal team members with both internal on external customers with information flow, record keeping, presentations, and organizational structure
- Support intercompany communications and weekly project and process reporting
- Input data requirements and provide administrative support for the departmental budgets based on oversight and guidance from the departmental leaders
- Work with internal REC teams on budgets, accounting, and special requests as needed
- Schedule and track meetings, compile and organize meeting notes and agendas. Develop and maintain Customer Relationship Database
- Research and compile statistical information, as needed
- Prepare and maintain reports. Organize, maintain and update files related to the department
- Review and summarize departmental and external billing invoices, as required
- Review accuracy of correspondence, reports and other materials for distribution
- Plan and coordinate travel, accommodations, and meeting arrangements as needed
- Maintain and promote good member standing and public relations
- Performs other duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Minimum of two-year Associates degree or equivalent required. Four years of experience may be substituted. Additional college level courses related to job performance preferred. Six years of work experience, where responsibilities have increased progressively and diversely is required. Six years of work experience at an electric utility is preferred

Candidate must possess the ability to compose correct, clear and concise oral/written communications. Must have the ability to communicate both written and orally with individuals and small groups in a clear, effective manner. Must be able to work effectively with individuals and groups within and external to the organization, including third-party executive leaders, and county and state officials. Requires excellent customer service and organizational skills. A high degree of confidentiality required.

Must have excellent administrative and clerical skills, including the ability to record meeting minutes accurately. Must have strong interpersonal skills. Must have basic operational skills of office equipment, PowerPoint, Word, Excel, and other REC supported software. Must be highly self-motivated and possess the ability to organize, plan, schedule, and coordinate with little or no supervision. Ability and willingness to learn is encouraged. Must have a strong understanding of departmental functions within the Cooperative and knowledge of how they interact in daily operation of the Cooperative. Must possess an understanding of the area served by the Cooperative. Excellent computer skills required.

Usual office conditions, however, may be required from time to time. Occasional extended hours may be required. Occasional travel to community meetings, seminars, and conferences. Overnight and/or long-distance travel may be required. May be required to work outside of regular hours to support special events or urgent initiatives.

HOW TO APPLY

Internal Applicants: Interested parties should submit an internal application via the HR HUB OR resume via rech@myrec.coop.

Applicants: Use our <https://www.myrec.coop/careers> to apply for the opportunity. Please indicate the Job Posting ID# 30FB06202025

Deadline: Monday, June 30th @ 5:00 PM EST

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of personnel so classified.