

**PIERCE PEPIN COOPERATIVE SERVICES
ELLSWORTH, WISCONSIN**

JOIN OUR TEAM AS OUR EXECUTIVE ASSISTANT!

Are you an organized, forward-thinking professional who thrives in a fast-paced, mission-driven environment? Do you love juggling details, supporting leaders, and playing a pivotal behind-the-scenes role in a dynamic organization? If so, we invite you to bring your talents to a cooperative that's not just keeping the lights on—but illuminating the future.

Who We Are

Pierce Pepin Cooperative Services (PPCS) is more than your traditional electric utility. We're a progressive, innovative, and rapidly growing electric cooperative headquartered in the heart of beautiful western Wisconsin. With a strong foundation in community service and cutting-edge energy solutions, we're powering rural lives in meaningful ways.

But we don't stop at electricity. Through our subsidiary, SwiftCurrent Connect, we are also delivering lightning-fast, fiber-optic broadband to homes and businesses across our region—bringing modern connectivity to the countryside and beyond.

About the Role

As our **Executive Assistant**, you'll be the organizational backbone of our leadership team. You'll work directly with the President & CEO, Board of Directors, and Senior Management to coordinate meetings, prepare communications and presentations, handle confidential matters, and oversee the smooth operation of our facilities.

From managing board materials to supporting employee training events and leading safety initiatives, your work will ensure the cooperative runs smoothly and efficiently—while helping build strong community relationships.

What You'll Do

- Serve as a trusted administrative partner to executive leadership and board members.
- Coordinate executive schedules, meetings, minutes, agendas, and presentations.
- Manage all aspects of the board meeting preparation, including organizing monthly reports and logistics.
- Support cooperative events, employee meetings, and training across departments.
- Oversee facility operations through coordinating maintenance projects and ensuring a safe, well-maintained work environment.
- Maintain confidentiality and professionalism while handling a wide variety of responsibilities.
- Track compliance for broadband regulatory reporting and support economic development activities.

What We're Looking For

- **Experience:** 2+ years in a high-level executive assistant or similar administrative role.
- **Skills:** Excellent written and verbal communication, time management, and problem-solving. Strong Microsoft Office and Teams proficiency.
- **Mindset:** Detail-oriented, proactive, trustworthy, and team-focused.
- **Bonus:** Experience working in a cooperative or utility environment is a plus!

Why Join PPCS?

- A mission-driven team culture built on cooperative values
- Opportunities to grow with a thriving electric and broadband provider
- A role that connects directly to local economic development and community success
- The chance to be part of a broadband revolution in rural America
- Leadership that values innovation, collaboration, and employee development

Ready to Make a Difference?

If you're ready to bring your expertise to an impactful organization where your work truly matters, apply today and help us continue to help our members and our communities Live Better®.

How to Apply

To apply, please email a cover letter and resume to Charity Lubich, clubich@piercepepin.coop. A full position description and instructions to apply can be reviewed at www.piercepepin.coop/careers-ppcs.

PPCS is an Equal Opportunity Employer and values diversity.