



TITLE: Administrative Assistant
DEPARTMENT N/A
POSITION TYPE: PART TIME 25 HOURS PER WEEK
WORK DAYS/HOURS: Monday – Friday
LOCATION: 111 S. 2nd Street Conroe, TX 77301
REPORTS TO: President & CEO

SUMMARY:

The Administrative Assistant primarily provides high-level administrative support to the President and CEO. He/she will also assist the Vice Presidents with administrative tasks as needed to offset their workload. The assistant is responsible for the duties outlined below and other duties as assigned. The Administrative Assistant is occasionally required to work late evening or weekend hours as necessary.

RESPONSIBILITIES:

- 1) Perform clerical and administrative tasks to support the CEO, including managing the calendar and scheduling appointments, meetings, and reservations as needed.
- 2) drafting letters, emails, thank you 's, and other documents/correspondence as needed.
- 3) Manage email communication by determining importance, distributing it to the appropriate person, and replying when appropriate.
- 4) Screen phone calls, redirect calls, and take messages.
- 5) Manage office supplies/budget (track inventory, reorder supplies as needed, place special orders for other staff when approved).
- 6) Assist with mileage tracking, expense reporting, credit card payments, invoice review, and other tasks.
- 7) Coordinate staff travel arrangements, including transportation and hotel accommodations for meetings and conferences.
- 8) Run errands as needed.
- 9) Schedules and attends meetings to support the CEO and other leaders by taking notes and recording minutes.
- 10) Organize files and purge outdated information through scanning or destroying, as requested.
- 11) Assist with board meeting planning and preparation, including managing calendar invites and location arrangements. Prepare agendas and board decks and distribute them a week or more in advance.

- 12) Prepare and print board meeting packets and upload required documents into the board portal.
- 13) Attend and work at fundraising events as needed.
- 14) Represent the organization at other community events as needed.
- 15) Update the database with donor information and donor acknowledgment letters, tax receipts, and mailings.
- 16) Performs additional duties as assigned by the CEO.

EMPLOYMENT STANDARDS:

- Requires an associate degree in business administration or similar with relevant prior work experience.
- Must adhere to high-level confidentiality policies.
- Strong verbal and written communication skills.
- Superior organizational skills, accuracy, and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Comfortable with routinely shifting demands and priorities.
- Must display a professional and respectful attitude when representing the organization.
- Must have the ability to work in a team environment with a positive attitude.
- Must have practical working knowledge of Microsoft Word, Excel, Outlook, and Adobe.
- Must be able to lift a minimum of 25 pounds.
- Requires the ability to deliver meals with your personal vehicle when necessary.
- Must be able to pass a background check including, but not limited to Social Security verification, Criminal History, Driving Record, Employment History, Military Background, Education Verification, and Reference Checks.

NOTE:

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. All job descriptions are subject to change.