

POSITION ANNOUNCEMENT:

ADMINISTRATIVE COORDINATOR

About The Women's Resource

Founded in 1990 as the Greater Houston Women's Foundation, The Women's Resource of Greater Houston provides free financial education classes to over 2,500 individuals each year; implements Project LEAD- a leadership development and financial education program for high risk 9th and 10th grade girls; and supports research that focuses on issues critical to women, girls and families.

Office Administration and Program Support

- Receive, open and distribute mail, answer phones, maintain office equipment, order office supplies, troubleshoot IT and equipment issues. Contact vendors for repair and maintenance.
- Make copies of education materials and prepare materials and packets for classes and Project LEAD.
- Enter program evaluation data into database and produce monthly reports.
- Coordinate internal/external meetings including logistics and taking minutes.
- Maintain annual calendar and trustee and advisory board rosters.
- Update administrative procedures and establish procedures where none exist.
- Research vendors, secure quotes and make recommendations.
- Assist Executive Director and staff as requested.

Fundraising and Marketing

- Prepare and mail contribution acknowledgements for all contributions.
- Update donor database, prepare and send correspondence and oversee newsletter and special event mail outs.
- Update The Women's Resource website and marketing collateral. Prepare and mail marketing packets.
- Assist in planning annual luncheon, membership reception, board luncheons and funder/donor tours.
- Catalogue photos, TWR media coverage, event invitations and print collateral.

Qualifications

The ideal candidate will possess the following qualifications:

- ◆ Excellent organizational, verbal, written and interpersonal communication skills.
- ◆ Advanced proficiency in Microsoft Word, Excel, Publisher, PowerPoint, and Access required.
- ◆ Proficiency in Adobe Contribute (website software) preferred.
- ◆ Capacity to research concepts, software and ideas and make recommendations.
- ◆ Familiarity with social networking and capacity to learn and navigate new software.
- ◆ Able to work in a fast-paced environment while managing multiple priorities, deadlines and tasks.
- ◆ Attentive to detail and ability to respond to deadlines on time.
- ◆ Self-directed and able to work with minimal supervision.
- ◆ Flexible and positive attitude, sense of humor, patience, character and integrity.
- ◆ Work with a poised, confident, team-oriented approach.
- ◆ Either non-profit experience or demonstrated understanding of the field.

Hours

This is a part-time position located at The Women's Resource office for 20 hours a week.

Position Opening Date: June 29, 2009

The Women's Resource will remain open until filled. All candidates are asked to EMAIL a cover letter and resume to LaTanya Flix, Executive Director at lflix@thewomensresource.org.

No phone calls please.