

POSITION OVERVIEW
OFFICE ADMINISTRATOR

Background

Founded in 1990 as the Greater Houston Women's Foundation, The Women's Resource of Greater Houston provides free financial education and research so that women and girls have the knowledge they need to make sound financial decisions and improve their lives. We accomplish this mission by annually teaching free financial education classes to over 5,000 individuals; implementing Project LEAD (Leadership Education and Development) for at risk middle and high school grade girls; and supporting research on issues critical to women, girls and families.

Description

The Women's Resource is seeking an experienced, self-motivated professional for the position of Office Administrator. This is a full time position located at the office of The Women's Resource. The job is best suited for a well-organized individual with outstanding process planning, management, and communication skills. This position is essential to the success of the organization and will report to the Executive Director. The Office Administrator maintains responsibilities in five areas: office management, program, fundraising, finance, and human resources. The Office Administrator will work with three other staff, the board of trustees, advisory board, and volunteers and is responsible for ensuring that office operations are efficient, effective and meet the needs of the organization.

Office Management

- Receive, open and distribute mail, answer phones, maintain office equipment, and order supplies.
- Troubleshoot IT and equipment issues and contact vendors for repair and maintenance.
- Maintain annual organizational calendar and trustee and advisory board rosters.
- Research vendors, secure quotes, and make recommendations.
- Send correspondence as needed to include monthly birthday, special occasion, and holiday cards.
- Prepare meeting room for Board of Trustee and committee meetings.
- Assist Executive Director in performing functions on an as-needed basis.
- Update procedures as needed and establish procedures where none exist.

Program

- Prepare weekly class materials for volunteer instructors.
- Oversee room set up and material preparation for volunteer orientation.
- Send class reminders, cancellation notices, and request for evaluations to volunteers.
- Enter volunteer information into program database and email marketing system (Vertical Response).
- Organize Project LEAD facilitator supplies each semester.
- Enter evaluation responses into program database and produce reports as requested.

Fundraising

- Prepare and mail contribution acknowledgements for all contributions received.
- Enter and update donor information in database.
- Research funding prospects and maintain and update fundraising files, records, and grant calendar.
- Write funding requests and grants as needed.
- Update website and marketing collateral.
- Assist in planning annual luncheon, membership reception and Briefing Breakfast and two fall mixers.
- Update membership information and send correspondence to members as required.
- Draft content for eNews(letters) and maintain mailing lists for eNews distribution.
- Complete annual and semi-annual updates on donor management websites.
- Plan bi-annual Advisory Board luncheons.
- Serve as liaison to board of trustees, coordinate meeting logistics, and take minutes as needed.
- File and store photos, TWR media coverage, event invitations, and print collateral.

Finance

- Submit monthly invoices to partner agencies for financial education classes.
- Distribute and maintain petty cash and gift cards.
- Assist Executive Director in preparing annual budgets and preparing for annual audit.

Human Resources

- Complete new hire paperwork and orientation and set up IT access for employees.
- Update office procedures and stay abreast of changes in state and federal laws regarding employment.
- Review organization's insurance needs and secure quotes for Health, General Liability, Worker's Comp and Directors and Officers insurance as needed.

Qualifications

The ideal candidate will possess the following qualifications:

- ◆ At least four years of experience in operations and/or office management.
- ◆ Advanced proficiency in Microsoft Word, Excel, Publisher, PowerPoint, and Access required.
- ◆ Proficiency in Adobe Contribute (website software) preferred.
- ◆ Ability to update the social media sites used by The Women's Resource.
- ◆ Quick learner and creative problem solver that can manage multiple projects with accuracy and precise attention to detail and thrive in a fast paced environment.
- ◆ Excellent organizational, verbal, written and interpersonal communication skills.
- ◆ Ability to analyze conceptual and quantitative information.
- ◆ Comfortable representing organization and interacting with donors.
- ◆ Ability to research concepts and make recommendations on the best course of action.
- ◆ Attentive to detail and able to respond to deadlines on time.
- ◆ Self-directed and able to work with minimal supervision.
- ◆ Flexibility and poise in dealing with a diverse set of individuals and organizations, and confident, team-oriented approach to tasks.
- ◆ Non-profit experience or demonstrated understanding of the field.
- ◆ Flexible, positive attitude, sense of humor, patience, character and integrity.

Position Opening Date: Immediate

Application Process

The position will remain open until filled. All candidates are asked to EMAIL the three documents listed below to info@thewomensresource.org. Documents should be addressed to: LaTanya Flix, Executive Director.

- Cover letter stating how your skills are a match for the position requirements and duties
- Resume
- Writing Sample (1 - 2 pages, 12 point font) that addresses the question- How does financial education help families?

Only qualified applicants that submit ALL documents requested above will be considered.

We appreciate your interest in our organization.

NO PHONE CALLS OR EMAIL INQUIRIES PLEASE

The Women's Resource of Greater Houston is an equal opportunity employer.