



## Administrative Assistant

---

### Background - About Houston Audubon

Houston Audubon, founded in 1969, is a nonprofit charitable conservation organization committed to enhancing life on the Upper Texas Coast for people and birds. It is a local, independent chapter of the National Audubon Society with a rich history of advancing the conservation of birds and positively impacting their supporting environments. Houston Audubon owns and manages 17 nature sanctuaries in five counties totaling 3,477 acres of wetlands, prairie, forest, and beach. Over 800 nature-based program experiences are delivered to children and adults every year.

**Position Title:** Administrative Assistant

**Classification:** Part-time, 15-25 hours per week

**Reports to:** Operations Manager

**Hourly Rate:** \$15.00/hr

**Job Summary:** The Administrative Assistant will support day-to-day administrative services of the organization's headquarters office. Daily activities will include answering the phone, receiving and serving visitors, processing the incoming and outgoing mail, scanning and filing records, and maintaining general office operation. The Assistant will work with the Accounting team on detailed tracking and allocation of donations as well as be available to all members of the Leadership team as needed for administrative tasks.

### Essential Duties and Responsibilities

- Answering the phone, responding to general inquiry emails, and greeting visitors that come into the office; acting as first point of contact for the organization
- Processing the daily mail; accepting deliveries; taking outgoing mail to the post office
- Managing office supplies and vendor relationships
- Managing office general maintenance, equipment, and weekly cleaning service
- Assisting with monthly board meetings; archiving board meeting minutes
- Preparing and processing correspondence and other documents for the executive director

- Performing administrative assistance to the Leadership team, as requested
- Logging and processing donations
- Assisting with event registration and reporting
- Managing merchandise inventory
- Assisting with High Island Spring Migration and other events
- Maintaining files and spreadsheets
- Photocopying and scanning documents
- Working with administrative volunteers
- Other general administrative duties as assigned

**Qualifications, Knowledge and Skills:**

- Minimum: Associate's degree in business administration or related field, or equivalent business experience, plus 1 to 2 years of experience in general office administration
- Competency with Microsoft Office (Excel and Word)
- Very organized with attention to detail
- Ability to work independently and in a team environment
- Self-motivated with ability to multi-task
- High level of tact, discretion, and integrity
- Ability to lift boxes up to 20 lbs.
- Valid Texas Driver License
- Non-profit experience a plus

Houston Audubon headquarters is located at the Edith L. Moore Nature Sanctuary in the Memorial area of West Houston.

Please email resume to [rschipul@houstonaudubon.org](mailto:rschipul@houstonaudubon.org).