



Administrative Assistant (Part-time)

Houston Audubon seeks an organized and resourceful individual to provide and coordinate administrative support at its headquarters office located in west Houston.

About Houston Audubon

The mission of Houston Audubon is to advance the conservation of birds and positively impact their supporting environments. Houston Audubon is a nonprofit organization established in 1969 to conserve wildlife and natural resources with a positive local, regional, and global impact through sanctuary and habitat management, environmental education, and conservation advocacy. Houston Audubon owns and manages 17 nature sanctuaries in the Houston Gulf Coast area providing over 4,100 acres of wetlands, forest, coastal woodlots and prairie, and beach that serve as critical habitat for over 300 species of migratory and resident birds. Houston Audubon sanctuaries also serve as community assets where people enjoy nature, learn, socialize, and explore. We deliver hundreds of nature-based program experiences for children and adults every year

Position Summary:

The part-time Administrative Assistant will be responsible for supporting the day-to-day activities of the office to facilitate efficiency and effectiveness of the organization's operations, including but not limited to receiving and serving visitors, maintaining office space and functionality, mail processing, and supply and merchandise management.

Position Classification: Part-time nonexempt

Position Title: Administrative Assistant

Pay: commensurate with experience

Position Schedule: 20-25 hours/week

Reports to: Operations Director

Essential Duties and Responsibilities:

- Greet and receive visitors and deliveries and keep common areas tidy, including the reception area and conference room
- Respond to general inquiry emails and route to appropriate person as needed
- Process incoming and outgoing mail
- Process credit card payments, fulfill online merchandise orders and provide credit card processing support for online and in-person merchandise sales
- Maintain official records and documents, file minutes and essential documents in accordance with records policy
- Manage and maintain office equipment and utilities, including printers, copiers, telephone system, electricity, postage machine, and alarm system
- Order and maintain adequate office and kitchen supplies
- Provide committee and board meeting support, including maintaining board member documents and lists and assisting with meeting logistics

- Be familiar with Houston Audubon operations, sanctuaries, and programs
- May be required to perform other job-related duties as requested by supervisor or the Executive Director.

Qualifications, Skills and Abilities:

- Associate degree or higher; plus at least one year of experience in an administrative support role in a professional office environment
- Organized, pays attention to detail and capable of handling multiple tasks
- Excellent verbal and written communication skills with a commitment to customer service
- Proficient in Microsoft Office software including Word, Excel, and Outlook
- Solution oriented
- Be flexible and responsive to change with a positive attitude and a ready sense of humor
- Ability to work independently and collaboratively in a team-oriented environment
- Ability to work with sensitive information and maintain confidentiality

To apply, send resume via email to: sjones@houstonaudubon.org

Houston Audubon is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. We are committed to fostering and nurturing an organizational culture of equity, diversity, and inclusion within our workplace and sanctuaries, and in our work in the community. We believe that the rich blend of ideas, perspectives, and viewpoints that come with diversity are essential to our long-term success. Our values and actions reflect our commitment to diversity and inclusion of all as reflected in our hiring practices, team interaction, and outreach and engagement at large.