



Administrative Assistant

ORGANIZATION OVERVIEW

The North Houston District is a management district that provides programs and services that help ensure the area's growth and prosperity, and advocates for projects and development that attract the best in commercial and residential life to our appealing, safe, accessible and green activity center.

Created in 1991, the District leverages public and private partnerships to provide enhanced services in public safety, planning and development, beautification and maintenance of public rights of way, and development of parks and trails.

Throughout the years, the District has leveraged millions of dollars to bring much-needed public projects to the area, sometimes with a financial commitment, but just as often with expertise, time, credibility, innovation, and strategic partnerships.

Visit us at <https://www.northhouston.org/>

POSITION OVERVIEW

The Administrative Assistant performs administrative work as assigned in support of all operational aspects of North Houston District including Public Safety, Planning & Infrastructure, Field Services, and Financial & Support Services Departments. The position reports directly to the Executive Vice President & Chief Operating Officer. Ideal candidates for this role must be detail oriented, with strong writing and verbal skills, and have experience with government or non-profit organizations.

FOCUS AREAS AND ESSENTIAL DUTIES: Responsibilities include (but are not limited to):

- General correspondence, conduct research, compile and enter data, prepare reports and presentations, filing, etc. for various departments.
- Assist with logistics and preparation for Board functions, including Executive Committee meetings, Board meetings, and various other departmental meetings and special events, as assigned.
 - Manage room reservations, set-up and break down, schedule food/refreshments.
 - Provide assistance in making copies and assembly of agendas and packets.
- Front desk duties, including telephone, mail, courier, deliveries, and individual in/out boxes.
- Ensure the orderly appearance and readiness of the kitchen, reception, and conference room areas.
- Manage various office equipment, including researching potential purchases and the scheduling of maintenance and repairs.
- Monitor, order, and distribute office supplies for office, park locations, and events.

- Help coordinate IT service requests according to staff needs.
- Provide support in the processing of utility invoices and other accounts payable, including printing and coding of invoices as needed.
- Maintain the District's contact database.

QUALIFICATIONS AND COMPETENCIES

- Three years of experience
- Some college or equivalent experience in office management or non-profit/government organizations
- Strong written and verbal skills
- Detail-oriented
- Aggressive problem-solver with strong sense of urgency and ability to respond quickly to changing priorities and deadlines
- Ability to work well independently and with a team, both virtually and in-person
- Competent in use of Microsoft Word, Excel, Outlook, Access, and other office software
- Bilingual Spanish is a plus

WORK ENVIRONMENT

Work is carried out in a controlled, agreeable environment as generally represented by normal office conditions.

EQUAL OPPORTUNITY EMPLOYER

The North Houston District is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

COMPENSATION:

Commensurate with experience. The District offers full benefits, including health, dental, and vision insurance, and retirement contributions.

TO APPLY:

Submit resumes by email to bbaker@northhouston.org.