

Position: Administrative & Events Coordinator

Reports to: Director of Community Engagement

Start Date: Flexible

Schedule: Full-Time – 40 hours/week; exempt

Compensation: \$35-42k annual salary commensurate with hours and experience, plus employer-paid medical, dental, vision, life, and disability insurance

Who We Are

The Texas Campaign to Prevent Teen Pregnancy is a statewide, nonpartisan, nonprofit organization founded in 2009 to reduce teen pregnancy through research, advocacy, collaboration and training. We are committed to ensuring that every Texas teen has the knowledge and resources to make informed decisions about their health and future. Our team is small but mighty, driven by data and committed to excellence. We rely on individual strengths and experience as well as the power of collaboration to deliver the best possible resources and solutions for our stakeholders and partners.

Who You Are

The Administrative & Events Coordinator will be responsible for day-to-day operations and assist with planning training and fundraising events. The position requires a highly organized individual with administrative prowess and a contagiously positive attitude. You are:

- **Mission-Focused and Results-Driven.** You keep your eyes on the prize and work efficiently toward clear deliverables.
- **Tech Savvy.** You are proficient in the use of computer software and social media. Microsoft Office suite proficiency is a must.
- **A Self-Starter who can Move Mountains.** You are someone with exceptional problem-solving abilities, who knows how to find answers and move forward.
- **An Excellent Communicator.** You can understand complex material, listen actively and communicate professionally, both verbally and in writing, with a wide range of diverse stakeholders.
- **A Collaborator.** You believe we are stronger when we synergize and work together.

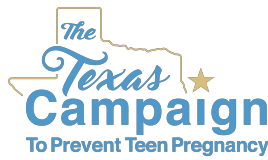
At the Texas Campaign, we know that diversity makes us stronger and challenges us to think differently every day. We are an equal opportunity employer and seek individuals of all backgrounds, gender identities and sexual orientations to apply to this position.

Roles and Responsibilities

As in any small nonprofit organization, all Texas Campaign staff wear many hats. We are looking for someone who can roll up their sleeves and jump right in as a key ambassador for the organization.

Administrative (75%)

- Provide general administrative support to Texas Campaign staff, committees and board of directors
- Maintain hard copy and cloud file organization
- Organize/order office supplies
- Maintain distribution lists and rosters for board and committees
- Monitor supplies and materials; work with other staff to replenish as needed



- Manage/update/track organizational passwords
- Troubleshoot IT issues
- Serve as liaison for operational vendors and consultants (HR, IT, etc)
- Schedule and assist in preparations for meetings/conference calls, including development of agendas and materials
- Maintain donor records and donor database
- Process timely gift acknowledgement letters for all fundraising efforts
- File and process mail, including logging receipt of checks and deposits
- Draft, edit and proofread documents and correspondence
- Respond to public inquiries (face-to-face, via email/voicemail) in a professional manner
- Provide support for special projects and duties as assigned

Events (25%)

- Assist with all aspects of event planning (i.e. request sponsorship support, maintain guest lists, prepare registration materials, coordinate with event committees, venue site visits, etc.)
- Assist with all aspects of onsite event coordination (registration, meeting room setup/arrangement, supporting speakers and participants, working with hotel staff, etc.)
- Research funding opportunities to support educational events
- Work with event coordinator to create and manage marketing communication calendar, including print, web, and social media
- Provide support for special projects and duties as assigned

Required Qualifications

- Bachelor's degree; equivalent experience will be considered in lieu of education
- 2 - 5 years of administrative experience required, ideally in the nonprofit sector
- 1-2 years of experience supporting/planning non-profit events preferred
- Advanced proficiency with Microsoft Word, Excel, Power Point and Outlook
- Photoshop and InDesign experience a plus
- Strong oral and written English communications skills
- Demonstrated ability to handle confidential information in a discrete and professional manner
- Ability to maintain accuracy and confidentiality with financial and donor-related data
- Team player with strong multi-tasking abilities, works well under pressure, deadline oriented
- Professional demeanor
- Ability to lift up to 20 pounds
- Ability to work a flexible schedule, including evenings and weekends on occasion

Application Instructions

Please send a customized cover letter describing your qualifications and interest for this position, your resume, and three references (names and contact information) to jobs@txcampaign.org with the job title in the subject line. Applications with a generic cover letter will not be considered. Applications will be reviewed on a rolling basis and the position will remain open until filled. An offer of employment will be subject to the successful completion of a background check.