



POSITION GUIDE

ORGANIZATION: Bayou Preservation Association, Inc.
POSITION: Development & Administrative Assistant
REPORTS TO: Director of Philanthropy and Engagement
LOCATION: Houston, Texas

ABOUT BAYOU PRESERVATION ASSOCIATION

Our mission is to celebrate, protect and restore the natural richness of all our bayous and streams. Our vision is a network of healthy bayous, streams and watersheds. The Bayou Preservation Association focuses on four key programs to accomplish its mission: bayou appreciation, bayou citizen science, trash-free bayous, and stream corridor restoration. Cross-cutting projects and initiatives – those that address the goals of more than one program – also continue, such as the annual Symposium, public policy review and response, and communications tools. It works to increase understanding of area bayous and creeks and their watersheds, by providing educational programs, opportunities, activities, and events to engage all the region’s demographics. Bayou Preservation Association also strives to expand stewardship and stewardship opportunities to improve the health of our watersheds, creeks, and bayous. The Bayou Preservation Association’s values include science-based policies and actions, collaboration, community, and professional communications.

THE OPPORTUNITY

This is an exciting opportunity to be part of one of the Houston-Galveston region’s longest-standing environmental organizations. This position is ideal for a creative, detail-oriented individual who loves Houston’s waterways and enjoys working within an environment that is mission and results-driven, community-centric, and customer service-oriented.

POSITION SUMMARY

The Development & Administrative Assistant is a dynamic, hands-on position that supports Bayou Preservation Association’s programs as well as vital fundraising and development efforts. Essential job functions include supporting all aspects of donor and volunteer acknowledgement, database management, and serving as a primary point of communication (via phone, email, or in-person) with external stakeholders. The position is approximately fifty percent administrative, fifty percent community development/fundraising.

RESPONSIBILITIES

Development (approximately 50% of duties):

- Support all aspects of donor and volunteer acknowledgement.
- Maintain donor and membership databases using both online and desktop database software.

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- Record, track, and complete deposits of all donations, grants, sponsorships, in-kind services, and memberships.
- Act as a support point of communications (via phone, email, or in-person) with external stakeholders – including members of the public, partners, donors, Board members, Council of Advisors, and committee members – who are seeking contact with the President & CEO and other staff, as needed.
- Support prospect research efforts and compile reports as requested.
- Support Bayou Preservation Association development/fundraising functions, including working with contractors and committees.
- Assist with cross-departmental projects and events.
- Perform other duties as assigned.

Administrative (approximately 50% of duties):

- Act as a primary point of communication for public and volunteer inquiries, reviewing and prioritizing incoming mail/email, determining disposition and level of urgency.
- Provide support logistics for meetings, webinars, trainings, etc., to include scheduling, room set-up and clean-up, catering, signage, and technology needs. Working with committee chairs, prepare and distribute agendas, prepare draft meeting notes, and ensure timely distribution and retention of meeting records.
- Maintain volunteer databases using both online and desktop database software, as requested.
- Complete a broad variety of administrative support tasks for the President and other staff including managing an active calendar of appointments and ensuring timely completion of action items identified at meetings.
- Manage and maintain data entry and records in a timely and accurate manner.
- Assist with cross-departmental projects and events.
- Perform other duties as assigned.

Additional:

- Edit, track, and compose content for social media and website.
- Serve as staff liaison for program committee(s) as assigned.
- Provide oversight of inventory, registrations, and maintenance of organization’s office equipment.
- Perform other duties as assigned.

EDUCATION AND QUALIFICATIONS

- Associates or bachelor’s degree

SKILLS AND ABILITIES

Required:

- Excellent written and oral communication skills, including the ability to compose professional documents

- Demonstrated success in working in a team-oriented environment, as well as ability to work independently, once trained
- Exceptional organizational skills – detail oriented, accuracy, able to prioritize and manage several tasks at a time, able to meet multiple deadlines and able to shift priorities quickly and adapt to change
- Exceptional relationship and rapport-building skills, ability to navigate challenging situations and conversations to deliver high-quality services to donors
- Ability to exercise good judgement, understand and communicate effectively resolve problems, and implement decisions effectively
- Ability to maintain highest level of confidentiality and discretion when needed
- Proficiency in PC based Microsoft Office software including Word, Excel, PowerPoint, and Outlook
- Ability to gather and analyze data and produce concise reports
- Cultural agility skills necessary to work effectively with diverse people, teams, and communities
- Demonstrated commitment to diversity, equity, and inclusion
- Ability to obtain and maintain Texas Driver's license
- Ability to lift 30-40 pounds
- Ability to effectively work from home or remotely when needed

Desired:

- Spoken and written Spanish (or another common Houston-area language) skills a plus
- Grant writing experience a plus
- Experience with project management and event planning
- Knowledge of basic accounting procedures

Compensation: This will be a part-time position, of 20 hours per week, with a consistent work schedule to occur during normal business hours of Monday through Friday from 9 am to 5 pm. Compensation range is \$15-\$18 per hour, based on qualifications.

Application Procedure: Interested candidates should send a resumé, cover letter, and three references to info@bayoupreservation.org by April 18, 2021. Please reference position title in subject line of email. We will contact those candidates who most closely match our requirements.

Thank you for your interest.

Bayou Preservation Association firmly believes that diversity and equity make us a better organization and lead us toward a more inclusive, progressive society. We are an equal opportunity employer. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.