

<b>Job Title</b>	Administrative Assistant
<b>Employer/ Agency</b>	Down Syndrome Association of Houston
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Manages the overall daily office operations of a non-profit organization Maintain office procedures, operations, and organization</li> <li>• Answers phones and greet visitors</li> <li>• Schedules and distribute Board meeting logistics and materials</li> <li>• Collates and distributes mail</li> <li>• Prepares internal and external communications such as thank you letters</li> <li>• Manages donation processing (letter creation and distribution)</li> <li>• Maintains stockroom delivery; including tracking, ordering, and notifying appropriate staff when items are becoming low, broken, or have gone missing</li> <li>• Responsible for internal database administration including data entry tracking and online submission for corporate and foundation grants</li> <li>• Assist staff with design, message writing, execution, and responding to social media outreach</li> <li>• Be fluent in all DSAH activities and procedures</li> <li>• Manage relationships with vendors</li> <li>• Assist staff in external planning for Education for Life program purchasing and community outings</li> <li>• Assist staff in recruiting and securing volunteers for events and program in collaboration with the Director of Events and Marketing</li> <li>• Maintain excellent records of stakeholder interactions</li> <li>• Other duties as assigned</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Skills: High school diploma</li> <li>• Bilingual in Spanish</li> <li>• Minimum of three years of experience in a non-profit or corporate work environment</li> <li>• Microsoft Office Suite</li> <li>• Experience in social media and organizational posting</li> <li>• Excellent organizational and planning capabilities</li> <li>• Excellent communications skills</li> <li>• Ability to work cooperatively with staff, external stakeholders, and</li> </ul>

	<ul style="list-style-type: none"> <li>volunteers</li> <li>• Ability to handle multiple projects simultaneously with attention to detail and accuracy while adhering to deadlines in a fast-paced environment.</li> <li>• Effectively communicate the DSAH's mission and needs as well as interact with potential donors, volunteers, and the community at large.</li> </ul>
<b>Salary/Hours</b>	\$35,000 Monday-Friday 8 am-5 pm
<b>Employer/Agency</b>	Down Syndrome Association of Houston
<b>Address</b>	7115 West Tidwell Road, Building K #106
<b>City, State, Zip</b>	Houston, TX 77092
<b>Contact Person</b>	Glenn Urbach
<b>Contact Title</b>	Executive Director
<b>Telephone Number</b>	713.682.7237
<b>Email Address</b>	<a href="mailto:Glenn.urbach@dsah.org">Glenn.urbach@dsah.org</a>
<b>Application Method</b>	Please email your resume and cover letter
<b>Opening Date</b>	Immediate

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