

<b>Job Title</b>	<b>Office Manager</b>
<b>Employer/ Agency</b>	<p><b>Palmer Drug Abuse Program – Houston Inc.</b> Our mission is to be the most effective prevention and recovery program helping young people and families avoid or recover from the devastating effects of drug and alcohol abuse. Since 1971, PDAP has served the Greater Houston area - providing free drug and alcohol prevention, education, and 12-step based recovery services to young people and their families. A 501(c)(3) organization, PDAP is the Pioneer for Alternative Peer Group programs (APGs) in the Houston area and around the country.</p>
<b>Job Description</b>	<p><b>Job Summary:</b> Responsible for assisting the Chief Executive Officer and Director of Development in the administrative and fundraising operations of the organization.</p> <p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>▪ General clerical work</li> <li>▪ Prepare general correspondence to businesses, foundations, churches and individuals</li> <li>▪ Maintain and Process payroll and benefit plans</li> <li>▪ Responsible for ordering supplies and equipment for both the administrative and program staff</li> <li>▪ Responsible for mass mailings including, but not limited to: special events, annual fund, newsletter, year-end tax contribution letters and grants</li> <li>▪ Responsible for updating all brochures, flyers, and contact lists</li> <li>▪ Responsible for maintaining the organization’s website</li> <li>▪ Assist in recording funds into QuickBooks</li> <li>▪ Other duties as assigned</li> </ul>
<b>Qualifications</b>	<p><b>Education:</b> Bachelors preferred</p> <p><b>Experience:</b> 3-5 year’s of general office experience Excellent computer skills in Word, Excel, PowerPoint, and QuickBooks, Gusto, Graphic Design, experience preferred Human Resources experience preferred</p> <p><b>Skills:</b> Proficiency in QuickBooks and Microsoft Office software applications. High level of interpersonal skills to handle sensitive and confidential information. Understanding of general accounting concepts. Must be detail oriented with excellent organizational skills. Ability to work independently, handle multiple tasks and meet deadlines. Ability and internal drive to demonstrate a winning attitude and a strong work ethic in the performance of all job responsibilities. Equipment Used: Phone, fax, personal computer with word processing, spreadsheet, accounting, database, HR software and presentation software.</p>
<b>Salary/Hours</b>	Exempt; M-F 9 – 5 with twice yearly weekend hours dependent on events.

<b>Employer/Agency</b>	Palmer Drug Abuse Program – Houston Inc.
<b>Address</b>	Suite 1200, 3730 Kirby Dr.
<b>City, State, Zip</b>	Houston, TX, 77098
<b>Contact Person</b>	Beth Eversole, LCSW-S, LCDC
<b>Contact Title</b>	Chief Executive Officer
<b>Email Address</b>	<a href="mailto:beth@pdaphouston.org">beth@pdaphouston.org</a>
<b>Application Method</b>	Email - No calls Please
<b>Opening Date</b>	Immediate

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