

Communications & Administrative - Office Support

We have an immediate opening for an individual experienced in a wide range of tasks and enjoys the challenge of a non-typical day. The individual joining our team will be ready to take direction and grow within our team.

Key Responsibilities:

- Copy Editing and Proofreading
- Crafting Key Messages
- Hybrid Meeting Setup (In-person and Streaming)
- Proficiency with Zoom, YouTube, and Facebook Live
- Experience with Canva, Social Media Posting, and Adobe Creative Cloud
- Monthly Media Monitoring (Hard News)
- Handling Large Mailouts (600 Envelopes)
- Attending Early Evening Meetings (5 per month)
- Filing Documents into Electronic Archival System
- Processing Accounts Payable using Sage 300
- Scheduling Meetings and Confirming Attendees (Google Calendar)
- Preparing Materials and Ordering Snacks for In-office Meetings
- Managing Office and Janitorial Supplies
- Loading and Unloading Dishwasher
- Maintaining Kitchen and Boardroom Cleanliness

Hours and Benefits:

- Hours: 8:30 AM - 4:30 PM (with one hour paid lunch)
- Flexible Hours: Adjustments for scheduled evening meetings
- Perks: Free On-site Parking, Free Coffee
- Salary Range: \$20-\$24.00 per hour, depending on experience
- Vacation: 3 weeks paid vacation after one year of employment

Requirements:

- Clean Driver's License and Reliable Vehicle

Application Process:

Please submit your resume and cover letter detailing your experience relevant to the listed tasks to mmcgraw@temexw.org. We kindly request all correspondence be conducted via email.