



## **Administrative Coordinator Job Description**

The Houston LGBTQ+ Political Caucus (“The Caucus”) is seeking an independent contract Administrative Coordinator to provide operational support so as to ensure business continuity and legal compliance through key leadership transitions. The ideal candidate will have preexisting familiarity with the historic work of The Caucus, cultural competency around the intersectional political needs of the LGBTQ+ community, and experience in being a part of a political movement seeking justice and equality. The candidate should have previous administrative experience, excellent communication and time management skills, and an impeccable attention for detail. An ability to multitask, understand and develop basic financial reporting, create social media content, and meet project-based/changing deadlines is also essential to the position.

### **Objectives**

Provide administrative support for ongoing management of day-to-day operations, and report directly to the President of the Board of Trustees.

### **Responsibilities**

Administrative Coordinator will provide support to various divisions of The Caucus, partnering with their respective leadership on tasks that may include the following, in addition to other duties as assigned:

- **OPERATIONS COMMITTEE**
  - Manage Caucus PO Box and distribute mail virtually to intended parties
  - Deposit checks received into appropriate accounts
  - Work with Operations Chair to assist with website and database management
  - Order and oversee office supplies and food deliveries for group meetings
- **VOLUNTEER/MEMBERSHIP/SCREENING/FUNDRAISING COMMITTEE(S)**
  - Manage all facility reservations for Caucus events and meetings
  - Coordinate with Event Chairs to handle administrative or operational needs in producing events, including confirming proper volunteer or paid coverage
- **ELECTIONS COMMITTEE**
  - Ensure contracts, and W9s are provided to all contracted Poll Workers and Phone Bankers, signed, collected and filed
  - Issue timely payments to all paid contractors
  - Work with the Treasurer to ensure 1099s are issued and distributed for all contractors
  - Coordinate with the Elections Chair to print and mail endorsement cards
  - Set up and take down all Elections related materials at primary polling locations
- **TREASURER/FINANCE COMMITTEE**
  - Prepare and present FEC and TEC reports to the Treasurer for approval
  - File FEC and TEC reports with respective agencies (training will be provided)
  - Prepare and present monthly financial reports to the Treasurer for approval and distribution at monthly membership meetings

- PRESIDENT/BOARD OF TRUSTEES
  - Perform additional tasks and projects as directed by the President and Board of Trustees

**Required skills and qualifications**

- High school diploma or equivalent
- Strong written and verbal communication skills
- Proven administrative experience
- Strong time-management skills and multitasking ability
- Aptitude for learning new software and systems
- Access to reliable transportation, a current Texas Driver's License and auto insurance

**Preferred skills and qualifications**

- College degree or equivalent
- Superior written and verbal communication skills, with strong emphasis on grammatical accuracy
- Experience developing internal processes and filing systems
- Comfortable handling confidential information
- Campaign/advocacy group experience

**Compensation**

This independent contractor position will provide an average of 16 hours of work per week at a minimum rate of \$15.00 per hour, for 50 weeks per year (\$12,000 annually). There may be opportunities for additional compensation at the direction of the Board of Trustees, depending on increased responsibilities in the future.