



Greater Southeast Management District Job Announcement – District Services Coordinator

SUMMARY: This position provides clerical and administrative support to the Senior staff of Greater Southeast Management District, a municipal management district located in the Third Ward/Texas Medical Center area. The District Services Coordinator reports to and works under the general supervision of the Executive Director and works closely with other Senior District staff members to carry out day-to-day operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs duties and responsibilities which may include, but are not limited to, any combination of the following:

- Supports Senior staff members in their daily operations of projects and programs
- Maintain digital project and program calendar
- Maintain email distribution lists, contact lists and databases
- Monitoring the daily process of programs/projects
- Document meeting outcomes and track action items
- Serve as proxy for public, project and/or program meetings and/or field visits, as appropriate
- Retrieve quotes and estimates for services, equipment and/or purchases for program and project related operations
- Manage filing systems for project and program data, including organizing reports, invoices, contracts, and other financial files for easy access
- Assists in the preparation of project and program related committee meeting materials and reports
- Prepare necessary documents for contractors and/or consultants; including work orders, work authorizations, notices-to-proceed, and/or scopes of work
- Assists district staff in organizing, producing, and carrying out special events and meetings
- Providing detailed updates to project managers or staff
- Ensure team members have the supplies and resources they need to complete their assigned tasks on time and within their budget limits
- Planning meetings and organizing project logistics
- Perform site visits and perform other duties as assigned by district staff

Qualifications Excellent verbal and written communication skills; ability to work in a fast-paced environment with a diverse community; professional demeanor and appearance; proficiency in computer word processing and database programs in Windows. Fluency in Spanish helpful but not required.

Education and Experience High school diploma or GED equivalent required; two-years of college or post-secondary training desired. Experience with Canva, Outlook, Adobe, Google Drive, Dropbox, OneDrive and prior experience is preferred, but not required.

Other Conditions Valid Texas Driver's License. Must provide own transportation. Must be willing to work occasional irregular hours and weekends to support the district's programs and initiatives, attend evening meetings, meet deadlines, and achieve objectives.

Physical Conditions Must be able to lift up to 50 pounds

Salary Range: \$39,520 to \$53,170. Salary competitive and negotiable, depending on qualifications and experience. Benefits include health insurance, vacation, and paid sick leave.

Apply by letter with resumé to:

Greater Southeast Management District
c/o Susan Hill
Hawes Hill & Associates, LLP
P.O. Box 22167
Houston, TX 77227-2167

Or, by email to shill@haweshill.com.

No phone calls please. Applications will be accepted through December 15, 2022, or until the position is filled.

Greater Southeast Management District 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 encourage women, people of color, members of the LGBTQ community, and those who identify with other underrepresented groups to apply.