

**Job Title: Administrative Assistant**

**Organization:** Nonprofit Management Center of the Permian Basin

**Location:** Midland, TX

**Closing Date:** Open until filled

**Job Description:**

**SUMMARY DESCRIPTION:** Performs administrative and office support for multiple supervisors. Encompasses all support duties facilitating the work of the NMC, managing documentation for the organization, fielding telephone calls, receiving and directing visitors, word processing, filing, website management, and meeting management. Extensive software skills are required, as well as internet research abilities and communication skills.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

- Maintaining client files
- Create and compile surveys
- Assist staff in tasks related to clients
- Field telephone calls, redirect calls, and take messages
- Purchase supplies as needed for office and programs
- Maintain website updates and social media posts
- Manage Center Partner memberships; processing, updating database, thank-you notes, printing, and reporting
- Email blasts and mailing of materials
- Research issues and areas of concern to the nonprofit sector and monitor trends and best practices as requested
- Prepare dashboards for board reports
- Maintain accurate records of program registration and attendance
- Take notes and minutes in meetings
- Be a point-of-contact for a range of staff and external stakeholders
- Ensure high satisfaction and confidentiality among clients
- Attend all NMC programs and functions as requested

**QUALIFICATIONS:**

- High school diploma or general education degree (GED) required. Associates Degree in Business Administration preferred.
- 2-3 years of clerical, secretarial, of office experience
- Nonprofit experience preferred
- Proficient computer skills, including Office 365
- Strong verbal and written communication skills

- Able to work independently and collaboratively; able to work with staff at all levels of a nonprofit
- Proven ability to manage and organize multiple time sensitive projects simultaneously, while providing attention to detail and accuracy (*This is a critical skill for the position.*)
- Working knowledge of computer hardware
- Excellent customer service and negotiation skills
- “Can do” attitude, energy and enthusiasm
- Self-motivated
- Able to work at Midland or Odessa office locations
- Able to work occasional evenings and weekends if needed

**REPORTS TO:**

Executive Director of the Nonprofit Management Center

**SALARY RANGE:** \$17.00 - \$19.00 per hour (based upon experience) plus benefits

Full time, non-exempt position

**How To Apply**

Please submit resume by email to Laurie Johnson at [ljohnson@nmc-pb.org](mailto:ljohnson@nmc-pb.org)