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| Title: | Coordinator, Office Administration |
| Employer: | Houston Marathon Committee |
| Salary: | Commensurate with Experience |
| Commitment: | Full-Time |
| Working Hours: | 40 hrs/week, plus some night and weekend events throughout the year |
| Office Location: | 720 N. Post Oak Rd, Suite 200, Houston, TX 77024 |



COMPANY AND JOB SUMMARY

Formed in 1972, the Houston Marathon Committee, Inc. (HMC) is a 501(c)(4) nonprofit organization that plans an annual multi-race running event (marathon, half marathon and 5K). The HMC is overseen by a volunteer board of directors, thirteen staff members and approximately 7,500 race day volunteers. The Office Administrator manages the Houston Marathon Committee front office and assists the Participant Services Department with customer service needs. In addition, this employee's duties include accounting and bookkeeping, managing special events and programs, and various other tasks as they are presented within the organization.

SPECIFIC DUTIES

Office Administration

- Performs administrative duties for office
- Organizes and oversees office operations and procedures; including managing all correspondence, inventory of kitchen and office supplies, communication with property management, and maintaining the condition of the office
- Manages office equipment, services and supplies for phones, computers, and printers
- Assists with managing conference room availability, catering for meetings, and conference bridge-line availability
- Books travel arrangements for staff, board and committee members
- Other office-related duties include calendar management, working with office vendors and record keeping
- Supports staff in a respectful and thoughtful manner
- Assists with annual budgets, financial reports and basic accounting procedures

Customer Service

- Be the front lines to answer incoming telephone calls and emails about the organization
- Have a strong understanding of the Houston Marathon organization, departments and events and be able to answer questions from participants, sponsors, vendors, volunteers and the general public
- Manages customer service center over race weekend, including recruitment, training and supervision of volunteers
- Greets visitors upon arrival to Houston Marathon Committee office

Special Events and Programs

- Coordinate details of events such as luncheons, dinners and mixers that occur throughout the year
- Secures venues, selects menus, plans itineraries and manages invitee lists and correspondence
- Develops and monitors event timelines and ensures deadlines are met
- Manages special programs and groups including the Hall of Fame, Intern and Legacy programs

Required Qualifications

- Minimum 3 – 5 years related experience
- Excellent oral and written communication skills
- Effective organizational skills for managing multiple tasks
- Proficiency in QuickBooks Preferred
- Must have knowledge about Microsoft Office Suite and Office 365
- Ability to lift 20 pounds

Preferred Qualifications

- Bachelor's Degree
- Interest in event or sports/running industry

Employment is dependent upon a background check. For more information about the HMC and related events, please visit www.houstonmarathon.com. Interested and qualified candidates should send a cover letter and resume to Amanda Sandoval.

Houston Marathon Committee
Amanda Sandoval
Director, Participant Services
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