

Title:	<b>Coordinator, Office Administration</b>
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 very busy Houston Marathon Committee front office, including but not limited to: accounting, answering phones, managing special events & programs, and supporting the HMC staff. This position also assists the Participant Services Department with customer service needs.

### Office Administration

- Manages accounting activities in QuickBooks, including A/P, A/R, expense review, financial reports, bank deposits, assists with annual budgets, etc.
- Provide administrative support for all staff
- Maintains all office equipment, i.e. services & supplies for phones, computers, printers, and postage machine
- Manages office supplies & kitchen inventory
- Liaison for property management
- Scheduling conference rooms, conference calls and catering for meetings
- Books travel arrangements

### Customer Service

- Answer telephone calls and emails about the organization and its events from participants, sponsors, vendors, volunteers and the general public
- Manages customer service center over race weekend, including recruitment, training and supervision of volunteers

### Special Events and Programs

- Manages the scheduling and coordination of events such as luncheons, dinners and mixers for the Houston Marathon Committee and the Houston Marathon Foundation
- 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' experience as an office manager and/or an executive assistant
- Proficiency in QuickBooks, Word, Excel and Outlook
- Excellent oral and written communication skills
- Strong organizational skills and attention to detail
- Proven ability to resolve customer service and administrative issues
- Ability to lift 20 pounds
- Must have reliable transportation

### Preferred Qualifications

- A strong understanding of the Houston Marathon organization and/or it's events; or road racing in general

**Employment is dependent upon a background check. Driving is an essential function of this position. For more information about the HMC and related events, please visit [www.houstonmarathon.com](http://www.houstonmarathon.com). Interested and qualified candidates should send a cover letter and resume to Amanda Sandoval.**

Houston Marathon Committee  
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