



## **Job Description**

### **Reception & Administrative Coordinator**

Texas Wildlife Association – New Braunfels, Texas

Email resume to djackson@texas-wildlife.org

#### **Position Overview:**

The Reception & Administrative Coordinator serves as the front-facing anchor of the Texas Wildlife Association and provides comprehensive administrative, stewardship, and operational support. This role ensures a professional office environment, accurate mail and gift processing, and consistent administrative support for the CEO and organization while adhering to internal controls, confidentiality standards, and professional workplace conduct expectations.

#### **Work Environment:**

This position is based in a professional office setting and requires consistent on-site presence. Occasional lifting of office materials and interaction with the public is required.

#### **Essential Duties and Responsibilities:**

- Must be available to be at Headquarters 8am to 5pm Monday through Friday.
- Front desk and visitor reception; phone and delivery management
- Office operations, facilities coordination, kitchen supplies, office supplies, and vendor management
- Planning & Coordinating group meals for all Board meetings
- Minutes taking in Executive Committee meetings
- Administrative support to the CEO including scheduling, correspondence, and meeting preparation
- Mail opening, date-stamping, logging, scanning, and routing per internal controls
- Gift entry, acknowledgment preparation, and stewardship tracking for TWA & TWAF
- Maintenance of administrative files, templates, and records
- Support meeting logistics, board packets, and internal communications
- Ownership of TWA Office Calendars
- Support and participate at TWA Convention

## **Core Competencies:**

- Excellence in MS Office Suite (including Excel, Word, Outlook)
- Sound judgment, professionalism, and discretion in handling confidential information and internal communications
- Accuracy and attention to detail
- Timeliness and reliability
- Adherence to internal controls and established procedures
- Effective collaboration and teamwork
- Integrity and accountability
- Strong written and verbal communication skills

## **Qualifications:**

- 3–5 years administrative or office coordination experience
- Strong organizational and communication skills
- Experience with CRM systems; Salesforce preferred
- High degree of professionalism, discretion, and attention to detail

## **Reports To:**

Director of Finance & Administration