

Houstonfirst™

Job Posting

Job Title:	Outreach & Special Projects Coordinator
Department:	Executive
Reports To:	Director of Executive Administration
Location:	Downtown Houston – Partnership
Hours:	In person - Monday to Friday
FLSA Status:	Exempt
Updated:	November 2021

Summary: The Outreach & Special Projects Coordinator provides support for the many ongoing and upcoming strategic initiatives driven by the Office of the President & CEO. The position would also assist with coordinating the sponsorship and community engagement requests received through our Community Investment program

Essential Duties and Responsibilities: (individual duties, assignments and responsibilities required of the position)

- Provide administrative support for various high-level strategic initiatives of the department.
- Collect data and generate project updates/reports for presentation.
- Create and maintain detailed documentation for all assigned projects.
- Coordinate daily tasks of varying priority with team members.
- Schedule project update meetings ensuring attendees are prepared and meeting materials are distributed accordingly.
- Coordinate logistical activities for community engagement events.
- Record and track all donations, sponsorships, in-kind services and corporate memberships.
- Ensure the Director is briefed on upcoming community engagement events and commitments and following up as appropriate.
- Assist with planning and administering community engagements and sponsorship related benefits.
- Maintains the community relations outreach and sponsorship database ensuring stakeholder information is regularly updated.
- Track and monitor expenses associated the administration of the Community Relations Program budget.



Supervisory Responsibilities: (personnel supervision, budgets, performance, etc.)

- This position has no supervisory responsibilities

Education and/or Experience: (special training, certifications, college degree, etc.)

- Bachelor's Degree or equivalent work experience
- 3 years experience in hospitality or hotel

Knowledge, Skills and Abilities: (technical, communication, interpersonal, etc.)

- Excellent written and oral communication skills
- Excellent telephone and interpersonal skills
- Computer literate with excellent software skills (Microsoft Word, Microsoft Excel); experience with Microsoft Access preferred, PowerPoint proficiency a plus
- Ability to work effectively under pressure and manage multiple on-going projects
- Good judgment and decision-making skills

Work Environment: (overtime, travel, physical demands, and conditions)

- No major sources of discomfort; essentially normal office environment with acceptable lighting, temperature and air conditions.

Miscellaneous :

- Must pass a pre-employment drug test

ANNUAL SALARY: Commensurate with experience

BENEFITS:

Medical, Dental and Vision insurance
Paid Holidays (10 Days)
Paid Time Off (120 hours first Year, prorated)
Health Reimbursement Account and Flexible Spending Account
Tuition Reimbursement (Up to \$5,200.00 annually)
Paid Basic Life & Accidental Death and Dismemberment
Paid Short-term and Long-term Disability Pay
Paid Parking (Downtown Houston)

POSTING DATE: November 23, 2021

CLOSING DATE: December 23, 2021

APPLICATION PROCEDURE:



1. Fill out a “CCSI Application” and attach a current resume
2. Submit both, application and resume, to Human Resources at hfjobapplications@houstonfirst.com

The individual selected for the position described above will be employed by Convention and Cultural Services, Inc., and in accordance with an existing Services Agreement, will perform services for Houston First Corporation.

An equal opportunity employer.

