Southeast Texas NONPROFIT Development Center

700 North Street, Suite O
Beaumont, TX 77701
(409) 832-6565

Job Posting: **Executive Assistant**
Organization: Southeast Texas Nonprofit Development Center
Location: Beaumont, Texas
Position Type: Part-time (minimum 15 hours/week, flexible hours)
Salary: $21,600 annually

**About the Organization:**
The Southeast Texas Nonprofit Development Center (SETXNDC) was founded in April 2008 by a collaboration of local funders with a vision to strengthen nonprofits and improve the quality of life in Southeast Texas. As a 501(c)(3) public charity, the Center provides a wide range of services to support nonprofit growth, including educational workshops, board development, consulting, a job board, library services, and facilitation of strategic partnerships. Our Board of Directors is composed of community leaders dedicated to helping nonprofits become more effective and efficient. Learn more at setxnonprofit.org

Position Overview:
The Executive Assistant will support the Executive Director in advancing the mission of SETXNDC. This role requires a proactive, organized, and detail-oriented individual who can manage multiple responsibilities and provide professional, high-quality support. The Executive Assistant will focus heavily on outreach, marketing, and program coordination to help build visibility and engagement for the Center.

Key Responsibilities:

- Executive Support & Center Operations
- Assist the Executive Director with day-to-day operations, scheduling, and administrative tasks.
- Prepare reports and updates for the Board of Directors regarding programs, finances, and operations.
- Coordinate communications for the Center, including social media, website updates, e-newsletters, and other outreach materials.
- Represent the Center professionally at community events and meetings as needed.
- Maintain relationships with nonprofit leaders, funders, and community partners through outreach and networking.

Program & Event Support:

- Help organize and coordinate workshops, seminars, board retreats, and the biennial Southeast Texas Nonprofit Conference.
- Assist with planning and execution of programs that support nonprofit development in the region.
- Serve as a point of contact for member inquiries and provide timely customer service.

Financial & Administrative Support:

- Support fundraising initiatives, including membership campaigns, grant coordination, and donor communications.
- Assist with bookkeeping, budget tracking, and financial reporting as directed by the Executive Director.
- Maintain organized records, documents, and files for Center operations.

Qualifications:

- Associate’s degree or minimum 3 years of nonprofit experience.
- Strong interpersonal and communication skills, both written and verbal.
- Demonstrated ability to maintain confidentiality and exercise discretion.
- Solid understanding of nonprofit operations and management.
- Comfortable speaking in public and engaging with diverse community members.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Web page management and QuickBooks skills are a plus; willingness to learn required.
- Ability to manage multiple tasks and work independently in a fast-paced environment.

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Additional Information:

- Minimal travel required.
- Flexible schedule with a minimum of 15 hours per week.

This position offers a unique opportunity to contribute to the growth and success of Southeast Texas nonprofits.

**To Apply:**
Please email a one-page letter of intent and resume to director@setxnonprofit.org