



**Class Title:** Administrative Coordinator  
**Hourly Rate:** \$18 - \$22 per hour (DOQ)  
**Classification:** Non-Exempt

### **Organization's Background**

The Brownsville Community Improvement Corporation (BCIC) is a Type B economic development corporation that serves and enhances the community of Brownsville, TX. Dedicated to elevating the quality of life in Brownsville through innovative and equitable economic development initiatives, BCIC focuses on fostering business growth and workforce development. The organization envisions Brownsville as a national leader in innovative economic development that significantly improves the quality of life for its residents.

Following a community-driven decision on November 7, 2001, the citizens of Brownsville voted to reduce the Type A economic development sales tax from 1/2 cent to 1/4 cent and establish a Type B economic development corporation funded by the remaining 1/4 cent sales tax. This corporation, now known as the Brownsville Community Improvement Corporation (BCIC), allocates a quarter of a cent from every sales dollar generated to projects that promote economic growth and enhance living standards within the city limits of Brownsville, Texas.

### **Position Summary:**

The Administrative Coordinator at BCIC is critical in ensuring efficient office operations and robust support for both the BCIC Board of Directors and staff. Reporting directly to the Chief Executive Officer (CEO) and the Chief Operating Officer (COO), this position is central to maintaining effective communication, handling front desk operations, managing day-to-day logistical tasks, and ensuring compliance with regulatory standards. We are looking for a highly organized candidate with strong organizational skills, attention to detail, and the ability to manage multiple tasks simultaneously and be dedicated to professional growth. The ideal individual will show initiative, actively seeking opportunities to enhance their skills and knowledge through professional development programs. Additionally, reliability and consistent availability during scheduled working hours are essential to support the organization's ongoing needs. This role supports daily administrative tasks and engages actively in BCIC's broader economic development initiatives, offering significant opportunities for personal and professional advancement.

### **Work Hours:**

This is a full-time, hourly position. The individual is required to be present in the office from 8:00 AM to 5:00 PM, Monday through Friday.

## **ESSENTIAL JOB FUNCTIONS AND OTHER DUTIES**

### **1. Front Desk Management:**

- Serve as the first point of contact for visitors, clients, and stakeholders, providing a welcoming and professional environment.
- Monitor and maintain the front desk during normal business hours to ensure that desk and phone lines are covered at all times.
- Respond to a high number of complex and routine information requests both verbally and in writing.
- Receive, interpret, and appropriately disseminate or redirect calls, visitors, and correspondence to team members or external entities as necessary.
- Manage incoming and outgoing mail and deliveries.

### **2. Board of Directors Liaison and Meeting Management:**

- Act as the board liaison, managing communications and ensuring all board members are compliant with necessary trainings and regulations including the Code of Ethics, Open Meetings Act and Public Information Act.
- Responsible for board meeting preparation and setup, including posting of agendas and notices.
- Ensure that board meetings and other open meetings are properly recorded and minutes are transcribed/drafted in a timely manner.

### **3. Administrative Support**

- Provide day-to-day administrative support to the CEO and the BCIC team, including organizing and scheduling meetings, managing calendars, and preparing correspondence.
- Maintained databases and records, including business contacts, handled sensitive documentation, and maintained all organizational data's confidentiality.
- Book travel arrangements for staff and the Board of Directors for economic development-related travel.
- Participate and assist with economic development projects as necessary.
- Prepare, proofread, and edit reports, presentations, and other documents as needed.
- Conduct research on economic trends, funding opportunities, and best practices to support the department's initiatives and strategic planning.
- Assist in planning and coordinating events, workshops, and meetings related to economic development, including logistics, invitations, and materials preparation.

### **4. Financial Administration:**

- Collect credit card receipts on a weekly basis and prepare weekly financial reports to ensure accurate tracking and reporting of expenditures.
- Assist with budget tracking, processing invoices, and maintaining financial records for office related expenses and projects.

## **5. Office Management:**

- Ensure the efficient operation of the office, including ordering supplies, maintaining and restocking refreshments, scheduling deliveries, managing office equipment, organizing the supply room, and ensuring all items are neatly stored and easily accessible.
- Develop and maintain a filing, record-keeping, and records management system.
- Conduct monthly reviews of BCIC office inventory reports.
- Assist in the creation, updating, and maintenance of Standard Operating Procedures to ensure all operations align with regulatory standards and organizational efficiency
  
- Ensure all office spaces are organized and maintained in a clean and professional manner at all times.

## **6. Professional Development and Team Collaboration:**

- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively with other team members and board directors.
- Update job knowledge by participating in educational opportunities provided by relevant institutions like the International Economic Development Council and the Texas Economic Development Council.

## **7. Other Duties**

- Perform other administrative tasks and special projects as assigned by the CEO & COO.

### **Additional Job Information:**

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by BCIC as the needs of the organization and requirements of the job change.

### **Qualifications and Education Requirements:**

- Associate degree in Business Administration, Public Administration, Finance, or related field; substantial professional experience may substitute for the educational requirement.
- Minimum of 2 years of administrative experience, preferably in an economic development, public administration, or similar environment.

### **Knowledge, Skills, And Abilities:**

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with modern communication tools such as Slack and Zoom.
- Strong organizational skills.

- Practical soft skills and customer service.
- Demonstrated ability to handle multiple tasks simultaneously and prioritize duties under tight deadlines.
- Excellent written and verbal communication skills; bilingual ability in English and Spanish is required.
- Ability to work independently and as part of a team.
- Ability to communicate effectively and foster creative teamwork, interacting harmoniously with others to achieve organizational goals and objectives.
- Respond to shifting priorities and engage in a diverse workload.
- Conforms to acceptable attendance and punctuality standards.

### **Travel Requirement**

Same-day and overnight stay travel may be required.

### **Safety**

Comply with safety rules and protocols.

### **Professional Development**

Be up to date on all required training.

### **Certification and License Requirements**

Valid Texas Driver's License

### **Language Requirements**

Requires reading journals, manuals, and professional publications, speaking informally to groups of co-workers, staff in other organizational agencies, the public, and people in other organizations and presenting training; composing original reports, training, and other written materials, using proper language, punctuation, grammar, and style. Bilingual is strongly preferred.

### **Mental Requirements**

Requires performing specialized technical or entry-level professional work requiring a general understanding of operating policies and procedures and their application to problems not previously encountered; application of specialized technical or professional principles and practices or the use of a wide range of administrative methods in the solution of the issues; requires regular attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

### **Judgments and Decisions**

Requires being responsible for guiding others, requiring a few decisions affecting a coworker; works in a stable environment with clear and uncomplicated written/oral instructions, but with some variations from the routine.

Decision-making is a major part of the job, affecting a significant segment of the organization and the public; working in a dynamic environment, responsible for developing policies and

practices.

**Americans with Disabilities Act (ADA) Requirements (Physical and Dexterity Requirements):**

Requires light work involving walking and standing most of the time and exerting up to 25 pounds of force on a regular and recurring basis. This includes skill, adeptness, and speed in using fingers, hands, or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

Requires sedentary work that involves walking or standing some of the time and routine keyboard operations.

ADA requires the BCIC to provide reasonable accommodation to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**Environmental Hazards:**

The job risks exposure to no significant environmental hazards.

**Sensory Requirements:**

The job requires normal visual acuity and field of vision, hearing, and speaking.

**Benefits:**

BCIC offers benefits, including a retirement system, sick and annual leave, and health and life insurance.

**Additional Information:**

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

**Application Submission:**

Your resume must be submitted by October 4, 2024. Please forward your cover letter and resume to Victoria Padron, COO, at [careers@brownsvilleedc.org](mailto:careers@brownsvilleedc.org).

For additional information, explore our website at [www.brownsvilleedc.org](http://www.brownsvilleedc.org) or contact us at (956) 747-0100.