



Now Hiring: Administrative & Event Coordinator

About TAGD

The Texas Alliance of Groundwater Districts (TAGD) is a 501(c)(3) non-profit organization that supports Texas groundwater conservation districts (GCDs) and their efforts to conserve, preserve, and protect Texas groundwater. TAGD is currently comprised of 92 member districts and 39 associate members that work in the groundwater field. We engage on statewide groundwater policy dialogues, conduct research on GCDs and groundwater management in the state, and we host the comprehensive GCD Index database among other resources on TAGD's website. As part of our educational efforts, we organize regular business meetings and the annual Texas Groundwater Summit, a multi-disciplinary groundwater conference attended by more than 400 water professionals.

Position Summary

TAGD is seeking an Administrative & Event Coordinator to support the organization's multifaceted operations, provide high-quality member services, and coordinate details of our signature educational events. This is an excellent opportunity for a person wanting to establish themselves in the Texas water community while gaining meaningful experience in non-profit administration, event planning, and association work.

The successful candidate will support the two full-time staff members (Executive Director and Programs & Operations Manager) through data entry/management, clerical tasks, recordkeeping, and other administrative duties. This person will also spend substantial time assisting with the planning of the Texas Groundwater Summit. This posting is for a full-time position, though a part-time arrangement would be considered for the right candidate. Work will primarily be performed remotely, with scheduled time at the TAGD office in Southwest Austin. This position will also provide on-site event support approximately three times per year. Salary is commensurate with experience, and includes employee health care coverage and retirement contributions for a full-time employee.

Desired Qualifications

- Effective verbal and written communication style with great attention to detail
- Competency in records management and administrative tasks
- Demonstrated ability to coordinate and implement conferences or other events
- Advanced proficiency in the use of computers including experience with, or willingness to learn, the following tools: Google Drive, Microsoft Office Suite,



Mailchimp, Wild Apricot membership management system, Adobe Acrobat, WordPress, Canva, Quickbooks

- Interest in water conservation, natural resource issues, and/or local government
- Experience working in a non-profit or government environment

The ideal candidate will likely have a Bachelor's degree and the above qualifications gained through 2 or more years of relevant professional experience.

Essential Functions

- Work as a team player with a service-oriented attitude to carry out the organization's mission
- Create and edit documents, presentations, emails, and spreadsheets from templates or other existing information
- Assist with organization's events including registration management, document collection, logistics, and printed material preparation
- Build relationships and communicate effectively with TAGD members as well as event contacts (hotel sales staff, sponsors, speakers, vendors, on-site staff)
- Follow precise directions and asking clarifying questions as appropriate
- Correspond professionally with TAGD members and event attendees to provide information and answer event-related questions
- Process, update, and maintain membership data including new applications, member directories, renewals, email lists, new member documents, and job listings
- Conduct research and compile data for TAGD resources such as the GCD Index database, educational materials, and other projects or inquiries
- Assist with content management on TAGD's WordPress website, internal Google Drive folders, YouTube, SlideShare, and other digital locations
- Maintain records in accordance with established guidelines
- Provide administrative support to TAGD staff as required
- Other duties as assigned

TAGD is an equal opportunity employer.

To apply, please submit a cover letter and resume via email to tagdexec@texasgroundwater.org by January 13, 2023.