

TTA Administrative Assistant/Program Administrator

Salary: SALARY COMMENSURATE WITH EXPERIENCE

Type: Full-time Salary Exempt

Hours: Mon – Fri, 8:00am – 5:00pm

Summary of Position:

This position, under the supervision of the Executive Director and Board of Directors, is responsible for daily activities, including but not limited to checking and responding to email and phone calls/messages, along with regular correspondence with new and potential members. In addition, this position will prepare and distribute regular newsletters and generate minutes from Board and Committee meetings. Will coordinate, schedule, and manage registrations for all training, along with grants management. Provide onsite leadership and support for the annual conference, expo, and roadeo; attend workshops and Board meetings/events as needed. Overnight travel is required.

Goals:

To provide the highest level of customer support and assistance possible to all TTA members while seeking opportunities to create growth and sustainability for TTA.

This position requires attention to detail and accuracy, a high level of interpersonal, verbal, and written communication skills, an ethical approach to all activities, a focus on member/customer service, with the ability to work independently and dependably. In addition, this position will hold a high level of responsibility and accountability.

Annual Conference, Roadeo & EXPO Onsite Help:

The expectation is that anything that needs to be accomplished for a successful Annual Conference and EXPO will be executed promptly, effectively, and professionally. Duties would include, but are not limited to: liaison for vendors and Expo decorator; communication with a convention center and hotel staff; oversight of volunteers; set up and tear down of areas associated with the conference, expo, and roadeo; manual tasks (i.e. name badge creation, posting signage, moving boxes, etc..) and professional interaction with attendees, Board members, speakers, and staff. ***Extended overnight travel is required during conferences.***

Invoicing and collection services for TTA events, sponsorships, and membership dues: Ensure that invoices are sent, payments are received and recorded, and reporting of any delinquent payments to the Executive Director promptly. Experience with ms excel and membership software is needed.

Location: Home-based office with trips to Board meetings/conferences and special events when needed. Must reside within 100 miles of Austin, TX.

Essential Duties and Responsibilities:

1. Answer phones, organize files, and help and support the projects of the Executive Director, Board, and members.
2. Be or become knowledgeable of public transportation issues; look for growth opportunities.
3. Schedule and organize complex activities such as meetings, travel, after-hour events, and conferences.
4. Contribute planning expertise to developing and implementing future training and events.

5. Prepare and distribute regular newsletters by working with members to collect information and sponsorships.
6. Prepare and distribute minutes from Board and Committee meetings timely.
7. Demonstrate familiarity and knowledge of transit operations.
8. Coordinate and schedule trainers and facilities for statewide training.
9. Set up and maintain course registrations and training records of attendees.
10. Maintain all E-Grants documents and reports, such as quarterly and milestone reports.
11. Make oral presentations at various events, Committees, or Boards when needed.
12. Assist with Board and Committee meetings when needed.
13. Work with Executive Director to ensure the accurate dissemination of information to members.
14. Assist with compiling data for monthly and annual Board reports.
15. Work with Executive Director to maintain TTA's policies and plans.
16. Make recommendations to improve operations, decrease inefficiencies and streamline work processes.
17. Must attend specific in-person events such as State Conference, Expo and Roadeo, Evening Receptions, and Meetings.
18. Track registrations for all TTA events: Aid with event registrations to ensure correct information; help make changes to registrations and ensure registrations are invoiced and payments reported promptly.
19. Contact current and prospective business partners regularly about sponsorship opportunities for conferences, expo, roadeo, newsletters, and other special events. EXPO for business partners to be involved with SWTA.
20. During special events, additional hours will be required.
21. Perform other responsibilities as assigned or required. Also, must be able to lift 30 lbs.

Education and/or Experience Requirements:

A college degree and/or equivalent professional experience is required, along with a familiarity with MS Office, Word Press, Constant Contact, event registration, and member/customer database software.

Benefits:

The selected candidate will receive a monthly health insurance stipend of \$600.

About the Texas Transit Association:

The Texas Transit Association (TTA) was organized in 1986. Our members are Texas metropolitan, small urban, and rural transit agencies and private and public entities from across the United States.

TTA is governed by a Board of Directors elected from the general membership to include five members from each of the metros, small urban, and rural agencies. In addition, five business or associate member representatives are appointed to the TTA Board of Directors by the Board of Directors.

TTA's purpose is to educate the people of Texas about issues affecting the public transit industry within the state. Additionally, TTA actively supports public transportation in the State of Texas and works with state legislature members to pursue additional resources to support public transportation.

Mission

The mission of the Texas Transit Association is to support the needs of Texas public transportation systems through statewide advocacy and education.

Texas Transit Association is an Equal Opportunity Employer.

[Applications](#) and resumes may be submitted to Info@TxTransit.org, but resumes will not be accepted in place of an [application](#).

<https://txtransit.org/jobs/>

