

Job Position: Administrative Assistant to the Executive Director, Downtown Redevelopment Authority (TIRZ #3) General Counsel, Central Houston, Inc. and the Houston Downtown Management District

The Downtown Redevelopment Authority, also known as the Main Street Market Square Redevelopment Authority and Tax Increment Reinvestment Zone #3, is a not-for-profit local government corporation created by Houston City Council on December 13, 1995. The primary goals of the Zone are to alleviate blight, deteriorated street and site conditions, obsolete transit services and facilities, and to encourage sound growth of the residential, retail, and commercial sectors in Downtown through the design and construction of improved streetscape enhancements, pedestrian amenities, public utility system upgrades, parkland improvements, and historic preservation.

Central Houston, Inc. is the primary provider of personnel to the Houston Downtown Management District and the Downtown Redevelopment Authority and is an equal opportunity employer, encouraging applicants from a diversity of backgrounds. More information on all three organizations can be found at the following websites: centralhouston.org, downtowntirz.com and downtownhouston.org.

DESCRIPTION: The organization seeks a qualified individual to assist the Executive Director and General Counsel with preparation of board materials, contract administration, project management, meeting facilitation, scheduling, communication with stakeholders, document retention, office management and basic accounting.

RESPONSIBILITIES

- Provides administrative support to the Executive Director of the Downtown Redevelopment Authority and General Counsel.
- Works in teams across the organization to provide project management support for the residential, economic development, capital improvement, historic façade, retail, and civic improvement programs of the Downtown Redevelopment Authority, Central Houston, and the Houston Downtown Management District.
- Assists with contract administration and records management.
- Responds to routine queries from the public.
- Schedules board and committee meetings, prepares board materials, takes and maintains meeting minutes.
- Drafts correspondence, reports and other documents, proof/edits for accuracy, content and format.
- Updates the Downtown Redevelopment Authority website content and works with Director of Marketing to refresh appearance and layout of the website.
- Conducts research as requested and prepares periodic reports.
- Complies and maintains reference information for the Downtown Redevelopment Authority.
- Prepares invoices for payment, tracks project and administrative expenditures and assists with Downtown Redevelopment Authority annual audit.
- Assists with Central Houston and Downtown Management District contracts, meetings, preparation of board materials, and receptionist duties as needed for backup of overall support staff.
- Performs other duties as requested.

QUALIFICATIONS

- Bachelor's Degree in Business Administration, Liberal Arts, or a related field.
- Prior experience and/or long term career interest in urban planning and real estate development a plus.
- Experienced and confident in using the computer as a tool. Comfortable using Microsoft Word, PowerPoint, Adobe Pro, Google Docs, and Excel software programs.
- Must be highly organized and able to create and track systems that will keep documents and contracts from all organizations up-to-date and in compliance.
- Must exhibit a professional manner and demeanor in interactions with co-workers, board members, affiliated agencies, and the public.
- Able to do troubleshooting to solve problems and be a solutions oriented person.
- Requires collaboration with peers to work as a team in a professional environment and the ability to work occasional late hours to ensure deadlines for presentation materials are met.
- Strong familiarity with the greater Houston area and downtown a plus.

Salary is dependent upon experience. Full benefits including a 401K plan are offered. Interviews are by appointment only. No telephone calls, please. To apply for this position, email resume and a cover letter to: Jackie Traywick, Chief Operating Officer at jstraywick@centralhouston.org.

Central Houston, Inc. is an equal opportunity employer providing staff support to Central Houston, Central Houston Civic Improvement, Houston Downtown Management District, Downtown Redevelopment Authority and Theater District Houston.