



Administrative Assistant

We are looking for an **Administrative Assistant** to join our team and provide administrative support to the COO and to aid the staff members that work closely with the COO in the following departments: Operations, Ticketing, Competitive Events, Exhibits & Attractions, and BBQ. This position effectively acts as a key member of the staff and a contributor to Rodeo Austin's overall strategy, event execution and culture. This is an opportunity to take on the challenge of working in a fast-paced, customer-driven non-profit; in an environment that is exciting, motivating, challenging and fun!

This is a full time exempt, benefits eligible position on our team that is available immediately to the right candidate. The expected commitment will be 40 hours per week during regular business hours, and as needed on weekends and during Rodeo Austin events.

Who We Are:

Since 1938, Rodeo Austin has been a mission with a rodeo that has brought heritage and entertainment to our community. We are funded by a month-long real western experience held every March, where Rodeo-goers get to do things they can do nowhere else - including a ProRodeo, one-of-a-kind concerts, a carnival and a livestock show. We are Rodeo Austin, a not-for-profit that provides real experiences and gritty fun to raise millions for Texas kids.

What You'll Do:

- Manage technology services utilized in the day-to-day office environment and event purposes
- Responsible for office phone system, office cleaning, and office printers
- Serve as committee liaison and support for the Rodeo Austin Gala
- Provide admin support for Operations, Ticketing, Competitive Events, Exhibits and Attractions Departments
- Act as first point of contact for internal and external clients on COO's activities and events
- Independently handle sensitive communication/information flow
- Effectively manage COO's calendar including scheduling appointments and meetings, and independently resolving conflicts
- Organize and manage the flow of work in and out of the COO's office including preparing draft emails and other correspondence, compiling and filing reports, and preparing expense reports
- Organize and prepare materials for meetings and prepare key documents for signature, comment, decision, or action
- Attend and organize weekly and bi-weekly Staff meetings, daily Chief's meetings during rodeo, coordinate agendas, draft meeting minutes, and manage communication and follow up
- Coordinate other select committees and task forces as assigned
- Assist as needed with annual meeting preparation and execution
- Assist as needed with credential preparation and distribution
- Assist with Volunteer sign-ups as needed
- Provide support as needed to the HR and Administration department and participate in special projects as assigned

- Successfully foster and cultivate excellent working relationships with internal and external constituents of the organization; effectively collaborate with other internal departments, executive and volunteer leadership, event officials, community and university partners, sponsors, members and other stakeholders
- Represent the organization at official functions and events and in other types of negotiations, networking events, or public relations activities
- Support the mission and values of Rodeo Austin at all times

What You'll Need:

- Bachelors' degree in a related industry or field; 1-3 years of experience as an executive assistant in an equivalent industry or field of knowledge preferred but not required
- Results-driven with ability to positively influence and effectively interact and communicate (verbally and in writing) with cross-functional teams and internal and external customers
- Creative problem-solver with strong organizational skills and capacity to work both strategically and hands-on in high pressure and fast-moving environments
- Communicate with a high degree of professionalism, accuracy, and confidentiality
- Ability to self-start, work both independently and in a team setting.
- Proficiency (or strong aptitude for immediate proficiency) in a variety of industry business tools such as Microsoft Office Suite.

Perks & Benefits:

- Comprehensive Medical, Dental and Vision plans
- Wellness Program
- 401(k) Retirement Plan with Match
- Competitive Vacation Plan
- Summer Flex Fridays
- Robust Holiday Schedule
- The chance to be part of something bigger – a mission with a Rodeo raising millions for Texas kids

Not sure if you Qualify?

That's okay! if you're interested in the role and believe you could be a good fit, we encourage you to apply!

Rodeo Austin is an equal opportunity employer, and we value diversity, equity and inclusion. All aspects of employment will be based on merit, competence, performance, and business needs.

Please send cover letter, resume, and list of references to:

Jeff Thayne, Rodeo Austin
9100 Decker Lake Rd
Austin, TX 78724
512-919-3000
jthayne@rodeoaustin.com