EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

August 1, 2024
POSITION TITLE: Hunting Heritage Administrative Assistant
PHONE: 210-930-2177
SALARY: $20.00 an hour/ up to 29 hours a week
POSITION LOCATION: TWA Headquarters Office, New Braunfels, TX
I**NTERVIEWER**: Kim Hodges (Program Coordinator)
TERM: Part-time year round with potential growth to Full-time
Employer: Director, Texas Youth Hunting Program
CLOSING DATE: Open until filled

GENERAL POSITION DESCRIPTION:

Responsible to the Director of the Texas Youth Hunting Program (TYHP), a Texas Wildlife Association program. The position is supervised by the TYHP Program Coordinator. This position is to provide assistance to the TYHP Program Coordinator and administrative support for TYHP and to a minor extent the Adult Learn to Hunt Program (ALHP) and the Texas Big Game Awards (TBGA).

Primary responsibilities include
- Administration of Texas Youth Hunting Program consisting of but not limited to (75%)
  o packing and shipping hunt supplies
  o processing applications; maintaining the TYHP database.
  o providing routine support to program volunteers
  o assisting the TYHP Director in accomplishing the goals and objectives of the program.
  o Day-to-day responsibilities include answering telephones, providing information and courteous professional service, operating various office equipment, heavy data entry, workload, handling money, processing credit card information, processing mail and email, and related administrative tasks.
- Assistance of the Adult Learn to Hunt Program team: (10%)
  o Assist the staff during busy season to ensure participant documentation tracking is up to date.
  o Participant survey data entry
- Assistance of the Texas Big Game Awards: (10%)
  o Data entry for the TBGA Program
  o Manage TBGA database
- Other duties as assigned (5%)

WORKING CONDITIONS: Part-Time. Normal working hours are Monday through Friday from 9:00 a.m. to 3:00 p.m. at the TYHP office.

MINIMUM QUALIFICATION REQUIREMENTS:
Education: Graduation from an accredited high school, junior college, or university.
Experience preferred:
1)   Two years in a related position.
2)   Two years' experience with computers, mailroom and photo editing software.
License: Must possess or be able to obtain a Texas class "C" vehicle operator's license.

SELECTION CRITERIA:
1)   Ability to:
   a) Manage time effectively, organizing and completing multiple tasks simultaneously.
   b) Work independently with minimal supervision and exercise initiative in accomplishing tasks.
   c) Demonstrate good work habits including being reliable, punctual, efficient and able to follow instructions.
   d) Maintain complex records and files, assist with preparation of reports and correspondence, and other general office support functions.
   e) Identify, locate and assemble information.
   f) Recognize problems and make recommendations for solutions.
   g) Accurately handle cash money and credit card information.
   h) Professionally and courteously answer the telephones, operate phone system, and/or take detailed, correct messages if the person called is unavailable.
   i) Ability to work professionally and cooperatively with staff and volunteers in a team environment.
2) Skilled with oral and written communication
3) Ability to use computers with word processing, spreadsheets, and database management software including Microsoft Word, Excel, PowerPoint, and Outlook, and have internet and email experience.

Additional Requirements:
1)   Resume and 2 letters of recommendation must be submitted and verified by TWA.
2)   Must be trustworthy, honest, and bondable as this position frequently handles checks, cash, credit card numbers, and valuable donated items.
3)   At will employment letter must be signed.
4)   Must understand the value of and support safe, ethical hunting.
5)   Must be able to pass a background check

FORWARD RESUME TO:
Kim Hodges, Texas Wildlife Association, 6644 FM 1103, New Braunfels, Texas 78132. Phone: 210-930-2177. Fax: 210/524-9032. Email: Khodges@texas-wildlife.org