

Destinations Texas Administrative Coordinator

Position Summary

The Administrative Coordinator provides essential operational, administrative, and communications support to Destinations Texas. This role manages board administration, supports membership systems and committee activity, assists with marketing execution, and helps ensure smooth event logistics and communications. The position works closely with senior staff to execute established processes, maintain accurate systems, and deliver timely, high quality member facing materials.

Key Responsibilities

- Coordinate board administration including meeting calendars, agendas, minutes, packets, and distribution of materials
- Maintain board calendars and assist with scheduling and logistical coordination
- Maintain an optimized and up to date CRM and AMS system, including member records, segmentation, reporting, and integrations
- Serve as primary administrator for Novi AMS and QuickBooks Online, including coordination with Bill.com and accounts payable processes
- Assist with event registration setup and attendee support
- Support DMS and Awards committees with meeting coordination, tracking, and administrative oversight
- Prepare and post social media content using provided copy, including creating graphics from email content and scheduling posts
- Design event and promotional graphics using Canva
- Format and design the weekly email newsletter using copy provided by senior staff
- Proactively manage the member forum or LinkedIn based member engagement channel through regular prompts, content posting, and member activity audits
- Track sponsorship performance and maintain organized records within the CRM and accounting systems
- Update and maintain the Resource Library, Latest News section, and Career Center
- Coordinate submission and management of TML articles and related content
- Assist with event logistics including registration coordination, materials preparation, and onsite or virtual support
- Coordinate signage and printing orders with vendors such as Aspire, as applicable
- Support conference preparation and execution

Qualifications

- Associate's or Bachelor's degree preferred
- Experience in administrative support, association management, or nonprofit organizations preferred
- Strong organizational skills with high attention to detail
- Comfortable working within CRM and AMS platforms and learning new systems
- Experience with Canva, email platforms, and social media scheduling tools
- Strong written communication skills and ability to follow established brand and content guidelines
- Ability to manage multiple tasks and deadlines in a fast-paced environment

How to Apply

Interested candidates should submit a resume and cover letter. The cover letter should include:

- Relevant experience related to the role
- Examples that demonstrate strong attention to detail
- Why you are interested in this position
- Salary requirements

All elements are required, and applications with incomplete materials will not be considered. Please send your resume and cover letter to kdavis@destinationstexas.org.
No phone calls, please.