



## **EVENTS & ADMINISTRATIVE SUPPORT STAFF**

The San Benito Housing Authority is seeking a detail-oriented and organized individual to serve as the Events & Administrative Support Staff. This position supports daily administrative operations while assisting in the planning and execution of resident-focused events and community engagement initiatives. The role is responsible for providing clerical and administrative support, including document management, recordkeeping, and supporting event coordination to enhance resident experience and community involvement. Ideal candidates should possess:

- High school diploma or GED required; Associate's degree in business or related field preferred.
- Minimum of two (2) years of experience in administrative support, customer service, or housing program intake.
- Experience with HUD programs, low-income housing, or government-funded housing preferred.
- Knowledge of HUD eligibility requirements and federal housing regulations (preferred).
- Strong organizational and documentation skills.
- Excellent communication and customer service skills.
- Ability to work with diverse populations with empathy and professionalism.
- Proficient in Microsoft Office and housing management software (e.g., Lindsey, Yardi, or similar).
- Ability to manage multiple priorities and meet deadlines.
- Bilingual (English/Spanish) preferred but not required.

### **Essential Duties and Responsibilities:**

- Assist with filing, scanning, and maintaining both digital and physical records
- Prepare, format, and organize documents, forms, and correspondence
- Manage scheduling, calendars, and appointment coordination
- Assist with scheduling trainings and staff-related meetings
- Assist with creating flyers, social media posts, and outreach materials
- Assist with planning and coordinating resident events and community activities
- Provide on-site support to ensure events run smoothly and align with organizational goals
- Set up and break down event spaces, including arranging tables, chairs, and materials
- Engage with residents in a professional and welcoming manner to encourage participation
- Coordinate with vendors, community partners, and internal teams to support programming
- Distribute materials and provide information about available services and resources
- Track attendance and gather feedback to support program improvement
- Address and resolve issues during events in a timely and professional manner

- Ensure compliance with safety guidelines and organizational policies

**Working Conditions:**

- Frequent interaction with applicants and residents.
- Typical office environment with frequent use of computers and phones.
- Requires attention to detail, confidentiality, and regulatory compliance.
- May require occasional attendance at training or program-related meetings.
- Must be able to lift up to 25 lbs occasionally.

**Pay Rate: \$15/hour  
Full Time  
Position Open Until Filled**

**Interested individuals may submit an application through our  
website or in person at our office:**

**<https://sanbenitohousing.com/employment/>**

**San Benito Housing Authority  
Attn: Human Resources  
1400 N. Reagan Street  
San Benito, TX 78586**