

Center for Maximum Potential Building Systems

About Us:

Center for Maximum Potential Building Systems, established in 1975, is a nonprofit design, research, education and demonstration organization located in Austin that catalyzes regenerative communities and restores ecological balance through understanding place, people and the land.

Position Title: Office Administrator

Classification: Exempt; Full-time; in-person

Compensation: Commensurate with experience; paid time off, stipend for health insurance and retirement opportunities available after three months employment

Contact: center@cmpbs.org

Summary:

We seek an experienced Office Administrator to proactively manage daily administrative tasks, office logistics and support Co-Directors, staff and interns in a small office, innovative work environment. The successful candidate will bring high-level, “can-do” organizational ability and effective multi-tasking skills, be flexible with changing office needs, and have excellent verbal and written communication skills. Knowledge of green building, sustainable architecture, construction, and development concepts and practices and experience with non-profit organizations preferred.

Responsibilities:

- Support Co-Directors, staff, interns and volunteers in coordinating the wide range of activities at the Center
- Assist with and direct support tasks for Co-Directors, as needed
- Oversee daily incoming and outgoing communications
- Manage contact databases, software subscriptions/accounts, calendars
- Maintain website and social media pages with intermittent updates and posts
- Assist in organizing, maintaining and archiving physical and digital files
- Ensure office is well maintained with cleaning/maintenance responsibilities as needed
- Track office and technology supplies and order as needed
- Assist with Intern Program and volunteers, including communications, orientation, coordination of expressions of interest, tech support
- Assist with open houses, visits, meetings and events, including scheduling, logistics (audio/visuals, refreshments, etc.) and registration; possible representation at public events
- Work with staff to provide input, gather data, analyze information, and make recommendations to improve office administration practices
- Assist with travel arrangements
- Other duties as assigned

The successful candidate will:

- Have a minimum of five years of work experience, with a minimum of three years relevant experience in an administrative role, with preference for experience with a non-profit organization and/or design office
- Enjoy working with people, with positive rapport with staff, interns, volunteers and visitors; be an effective and creative problem-solver
- Be proficient in Microsoft Office (Word, Excel, Powerpoint), Wordpress for website maintenance, and social media tools such as Instagram, Facebook, X

- Have clear, effective written and verbal communication skills
- Enjoy a diverse, innovative, organizational culture supported by highly motivated staff, interns and volunteers

Additional Preferred Skills and Qualifications:

- Proficient in Adobe Creative Suite (Photoshop, Illustrator, InDesign, Acrobat)
- Bachelor's degree or equivalent
- Familiarity with green building, sustainable architecture, construction, and development concepts and practices and non-profit organizations

Hours:

The office operates on a Monday-Friday, 9am – 5pm schedule; 40 hours per week including some evenings and weekends

The position will remain open until filled. Only qualified applicants will be considered. To apply, email cover letter, resume, and three references relevant to this job and reflecting experience within the last three years to center@cmpbs.org.

CMPBS is an equal opportunity employer and values diversity.