



OFFICE COORDINATOR

Location: Mathis, Texas

Employment Type: Full-Time, Non-Exempt (Hourly)

Reports To: Executive Director

Compensation: Hourly compensation will be based on qualifications and experience. Benefits are provided in accordance with MEDC Personnel Policies.

Position Open To: General Public

Position Summary

The Mathis Economic Development Corporation (MEDC) is seeking a highly organized, dependable, and motivated Office Coordinator to provide administrative, financial, and operational support to the Executive Director. This position is responsible for payroll, bookkeeping, Board administration, office operations, social media management, and assisting with economic development projects, community events, and marketing initiatives.

Essential Duties and Responsibilities

- Process payroll and maintain financial records using QuickBooks Desktop.
- Process accounts payable, accounts receivable, deposits, and assist with monthly financial reporting.
- Prepare Board meeting agendas, Board packets, and meeting minutes.
- Coordinate Board meetings and maintain official MEDC records.
- Provide professional customer service to businesses, developers, Board Members, elected officials, and the public.
- Manage the MEDC website and social media platforms, including Facebook, Instagram, X (Twitter), LinkedIn, and TikTok.
- Assist with marketing, Hometown Highlights, ribbon cuttings, business visits, and community events, including the Boots & Business Appreciation Gala.
- Prepare correspondence, reports, and other administrative documents.
- Maintain confidentiality while handling financial, payroll, personnel, and Board-related information.
- Perform other duties as assigned by the Executive Director.

Minimum Qualifications

- High school diploma or GED required.
- Minimum of two (2) years of administrative office experience.
- Valid Texas driver's license.

Preferred Qualifications

Preference may be given to applicants with experience in:

- QuickBooks Desktop and payroll processing
- Microsoft Office (Word, Excel, Outlook, and PowerPoint)
- Social media management and digital marketing
- Canva or similar graphic design software
- Economic Development Corporations (EDCs), nonprofit organizations, or municipal government
- Preparing Board agendas, Board packets, and meeting minutes

Selection Process

Qualified applicants may participate in interviews, reference checks, and applicable pre-employment screenings. Selection will be based on the applicant's qualifications, experience, skills, professionalism, and overall ability to successfully perform the duties of the position.

How to Apply

Please submit:

- Resume
- Cover Letter
- Three Professional References

Email applications to:

Sabas Encinia Jr., Executive Director
SENCINIA@MathisEDC.org

Or deliver them to:

Mathis Economic Development Corporation
411 E. San Patricio Avenue
Mathis, Texas 78368
361-678-4121

Application Deadline

Applications will be accepted until **5:00 p.m. on Friday, July 17, 2026**. Applications will be reviewed as they are received. If a qualified candidate is not selected from the initial applicant pool, the position will remain open until filled. The Mathis Economic Development Corporation reserves the right to close the posting once a qualified candidate has been selected.

The Mathis Economic Development Corporation is an Equal Opportunity Employer.