

Job Title: Temporary Office Assistant –Economic Development Corporation (4B)

Location: Floresville, Texas

Compensation: \$15/hour (Full-time, Temporary – 40 hours per week)

About Us

The Floresville Economic Development Corporation is a 4B Corporation who supports local business growth, job creation, and community projects. We are seeking a reliable and detail-oriented Temporary Office Assistant to help keep our office running smoothly.

What You'll Do:

- Provide general administrative support: answer phones, manage emails, and greet visitors.
- Prepare board packets, agendas, minutes and routine correspondence.
- Organize and maintain digital and paper files.
- Schedule meetings and help coordinate special projects and workshops.
- Assist with basic financial tasks such as processing invoices and purchase orders.
- Track and manage office supplies.
- Support staff and board members with data entry, research, and other projects.
- Other duties as assigned.

What We're Looking For:

- High school diploma or equivalent; some college preferred.
- Prior office or administrative support experience (government or nonprofit a plus).
- Strong computer skills (Microsoft Office).
- Excellent communication and organizational skills.
- Ability to handle confidential information professionally.

Details:

- Full-time, temporary position: Monday–Friday, 8:00 a.m.–5:00 p.m.
- \$15/hour
- Business casual environment

How to Apply:

Send your resume and a brief cover letter to Charlotte Ximenez-Nelson at FEDC, 1120 D Street, Floresville, Tx. 78114 or via email: Assistant@FloresvilleEdcTx.gov.