



# Operations and Communications Manager

Job Announcement

Anticipated Start Date: November 1, 2021

## POSITION OVERVIEW

Georgia Appleseed Center for Law and Justice ([gaappleseed.org](http://gaappleseed.org)) is hiring an Operations and Communications Manager to oversee office functions and organizational communications and marketing. You will also handle essential components of Georgia Appleseed's financial operations and report directly to the Director of Operations. You will be a part of a dynamic and highly collaborative team devoted to advancing justice for children across Georgia.

Georgia Appleseed is a public interest law center that advances justice through law and policy reform and community engagement. We are particularly focused on supporting Black and Brown children, children experiencing poverty, LGBTQ+ children, children with disabilities, and children in foster care. We focus our passion, energy, and resources on three main goals: (1) dismantle the school-to-prison pipeline to keep kids in school and out of the criminal justice system; (2) promote supports for students with behavior and learning challenges to ensure that they succeed in school, and (3) ensure children and their families have safe, healthy housing.

## ESSENTIAL POSITION RESPONSIBILITIES

### *Finance*

- Follow internal processes and maintain documentation for receipt of revenue, expense processing, budgets and grants accounting.
- Use QuickBooks Online to record revenue, expenditures, and payroll, and to generate scheduled and requested reports.
- Assist Director of Operations with audit preparation.

### *Communications*

- Work closely with Director of Operations to manage online communications including website, intranet, newsletters and social media activity; use analytics data to adjust tactics as needed.
- Manage all media contacts and maintain working relationships with media.
- Support communications components of programs, including publications, program materials, event marketing, and evaluation tools.
- Maintain and update Communications and Events calendar.
- Serve as staff liaison for the Board's Communications & Community Engagement Committee.

### *Administration*

- Assist Director of Operations with administration of contracts, vendor and partnership management, and human resources and benefits.
- Manage mail, calls and emails that come into main address, phone line and general email address.
- Procure and maintain inventory of supplies, equipment, and furniture.
- Serve as liaison for building operations, coordinate IT services.
- Manage calendars and agendas for staff, Board, and committee meetings as needed.
- Provide logistical support for Board and staff meetings, including note-taking as required.

- Maintain organized files and archives, both online (Sharepoint, website, intranet) and in the office.
- Perform other duties as assigned.

#### **QUALIFICATIONS, SKILLS AND EXPERIENCE**

- 5+ years relevant work experience, including nonprofits.
- Excellent verbal and communications skills required, including editing and proof-reading.
- QuickBooks proficiency and understanding of accounting fundamentals, familiarity with FASB/GAAP.
- Fluency with the internet, technology, website maintenance, and cloud-based applications.
- Fluency with CRM databases and software, Microsoft Office 365 (including Sharepoint, Excel, Word, Teams) and Adobe.
- Outstanding organization with meticulous attention to detail.
- Typing ability at 65 WPM (97% accuracy) or better.
- High level of productivity and initiative handling multiple projects in a fast-paced and busy environment.
- Strong interpersonal skills, with an ability to establish positive, personable, and professional relationships via email, phone, and in person.
- Demonstrated commitment to justice issues.

#### **SALARY AND BENEFITS**

- \$50,000 -60,000 annual salary depending on experience.
- Group health, vision, and dental insurance premiums for employee, currently paid at 100%.
- 401k match, currently paid at 2%.
- Free office parking.
- Generous vacation and sick leave.
- Flexible opportunities to work virtually.

This is a full-time position located at 1600 Parkwood Circle SE, Atlanta 30339 in Cobb County. This job currently involves working from home and the office (up to three days per week) but that may change depending on the pandemic conditions.

#### **TO APPLY**

Submit a letter of interest and resume to [postionvacancy@gaappleseed.org](mailto:postionvacancy@gaappleseed.org). Only complete applications will be considered. This position will be filled as soon as a qualified applicant is identified and has accepted the position. NO PHONE CALLS PLEASE.

We strongly encourage people from underrepresented groups to apply, including individuals directly impacted by the foster care system. Georgia Appleseed Center for Law and Justice is an equal opportunity employer and will not discriminate against any job applicant or employee because of that person's race, color, sex, gender, gender identity, age, religion, national or ethnic origin, disability, sexual orientation, creed, citizenship, HIV status, or marital status. We recognize the value of diversity in the workplace and strongly urge people in all protected groups to apply for employment. Reasonable accommodations will be made for individuals with mental or physical disabilities who are otherwise qualified to perform the essential duties and responsibilities of a given position in a satisfactory manner, provided the needed accommodation does not result in an undue hardship for Georgia Appleseed.