



## Administrative Assistant

Job Announcement

Anticipated Start Date: October 1, 2022 or until position filled

### POSITION OVERVIEW

Georgia Appleseed Center for Law and Justice ([gaappleseed.org](http://gaappleseed.org)) is seeking a highly organized Administrative Assistant to join our dynamic and highly collaborative team. This is a full-time, non-exempt, salaried position that does not supervise any other employees or interns. This position reports to the Director of Engagement and Development but will consistently support across several departments of the organization. The salary range is \$45,000 to \$50,000.

Georgia Appleseed is a public interest law center that advances justice for children across Georgia 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 JOB FUNCTIONS

- Oversee the administrative functions of the organization by assisting multiple departments in the organization, prioritization, and coordination of high volume of work, including confidential information.
- Manage mail, calls, and emails that come into main address, phone line, and general email address
- Manage calendars for staff, Board, and committee meetings as needed
- Provide logistical support for Board and staff meetings, including notetaking
- Maintain organized files and archives, both online (SharePoint, website, intranet) and in office. Supervise retention of records and archival storage
- Procure and maintain inventory of publications, supplies, equipment, and furniture
- Coordinate or provide IT support and troubleshooting for employees
- Serve as liaison to host's building operations, and office equipment scheduling and maintenance
- Update content on social media, website, and intranet
- Develop, review, edit, and proofread various organizational materials
- Manage new employee badges, equipment issuance and software installation, training registrations, etc.
- Assist with coordination of contracts, vendor and partnership management, and human resources and benefits
- Follow accounting procedures to process cash receipts
- Administer accounts payable process, including reconciling receipts, verifying expense approvals, and following up on discrepancies as needed
- Assist with special events planning and logistics
- Consistently and accurately use CRM database to process donations, create donor database reports and templates
- Use web-based platform and spreadsheets as needed to support and track fundraising efforts
- Process donor correspondence, Prepare donor cultivation packets and materials
- Assist with grant reports and applications
- Complete other duties as assigned

### REQUIRED QUALIFICATIONS, SKILLS, AND EXPERIENCE

- Strong understanding of and commitment to Georgia Appleseed's mission
- Fluency with the internet, technology, website maintenance, and cloud-based applications

- Fluency with CRM databases and software, Microsoft Office 365 suite (including SharePoint, Excel, Word, Teams), Zoom, and Adobe
- Typing ability at 60 WPM (97% accuracy) or better
- Experience and accuracy in data entry (such as lists of names and addresses)
- Experience and comfort operating standard office equipment (computers, phone systems, mail machine, photocopier)
- Understanding of basic accounting functions and processes including accounts payable and receivable, experience with account reconciliation
- Excellent written, verbal and listening skills
- Outstanding organizational skills with meticulous attention to detail
- 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
- High level of discretion and judgment, proven ability to always maintain confidentiality of sensitive information and records
- Ability to excel in a collaborative and fast-paced environment as well as work independently
- 2+ year's administrative support experience, including nonprofits
- Demonstrated commitment to justice issues

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.

#### **SALARY AND BENEFITS**

- \$45,000 -50,000 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

#### **TO APPLY**

Submit a letter of interest and resume to [hr@gaappleseed.org](mailto:hr@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.** Interviewed candidates will be asked to perform a skills assessment.

Prior to employment, a background check will be conducted to verify prior employment, education, and criminal history and proof of complete vaccination against COVID-19 must be provided before a candidate may commence employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to the vaccination requirement in accordance with applicable law.

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 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.