

Job Announcement

Operations & Communications Coordinator

Anticipated Start Date: 9/1/2025



Position Overview

Georgia Appleseed Center for Law & Justice (gaappleseed.org) is hiring an **Operations & Communications Coordinator** (Ops-Comms Coordinator) to support internal systems and workflows for communications, publications management, and event coordination. This role supports the Director of Operations and is a vital part of the team, focused on keeping organizational communications timely, accessible, and aligned with Georgia Appleseed's mission and standards. This position does not currently include supervisory responsibilities, but the Ops-Comms Coordinator will take the lead on select projects and work closely with senior staff. This role offers hands-on experience across operations, event planning, and communications, making it a great fit for someone interested in nonprofit management or strategic communications. While this is not an entry-level position, we welcome candidates who are early in their career but demonstrate strong competencies and initiative.

Georgia Appleseed is a nonprofit public interest law center advancing justice for Georgia's children. We work to keep kids in school, in healthy homes, and out of the juvenile justice system by delivering legal support, building a statewide network of advocates, and partnering with children, youth, and families to drive systemic policy change. Our work prioritizes Georgia's most marginalized children, including children living in poverty, Black and Brown children, LGBTQ+ youth, children with disabilities, and children in foster care. We're a small, dynamic team committed to collaboration, equity, and long-term impact.

Salary is \$55,000 - \$62,500 commensurate with experience.

Key Responsibilities and Duties

Communications & Publications Coordination

- Maintain and coordinate the communications calendar in Asana, including planning and coordinating production timelines, internal reviews, and version control for materials such as reports, fact sheets, newsletters, presentations, social media, and website content. Coordinate translation and printing as needed.
- Manage social media accounts and scheduling, monitor engagement, and produce regular analytics reports.
- Provide occasional drafting or formatting support across multiple content types using templates and brand guidelines.
- Maintain the organization's digital communications assets in SharePoint and Canva, including final approved versions of marketing materials; ensure staff access and consistent use of the most current files.
- Collect, organize, and summarize communications metrics for leadership reporting and ongoing improvement of communications workflows.

Event & Coalition Operations

- Assist with planning and on-site logistics for organizational events across Georgia, including quarterly coalition meetings, Justice Conversations, community meetings, and See Me exhibits.
- Prepare event materials, maintain invitee lists, invitations and registrations, and support event execution before, during, and after events.

Operations & Organizational Support

- Build and manage digital filing systems and internal SharePoint sites for publications, policies, SOPs, and Board materials; ensure secure access and version control.
- Develop, update, and help implement SOPs to support consistent internal workflows.
- Track and maintain inventory of printed materials, office supplies, and event equipment; coordinate restocking and ensure readiness for staff needs.
- Conduct periodic audits of digital and physical records to ensure accuracy, currency, and alignment with organizational processes.
- Support organizational tech needs, coordinating with IT consultants.
- Perform other duties as assigned to support Georgia Appleseed's operations.

Core Competencies

- High attention to detail and proven ability to manage, streamline, and improve processes and workflows.
- Excellent organizational and tracking skills.
- Strong written communication, editing, and formatting skills.
- Comfort using or learning AI tools to support workflow.
- Fluency in Microsoft 365 (Word, Excel, Outlook, PowerPoint, Teams) and comfort with digital systems.
- Familiarity with project management tools and software (e.g., Asana preferred) and databases.
- Proficiency with setting up and using simple AV technology and Zoom for meetings and events.
- Basic experience with design (Canva), email campaigns (Constant Contact), and social platforms (LinkedIn, Facebook, Instagram).
- Collaborative approach and positive, can-do attitude.
- Ability to work independently and manage multiple priorities.

Education and Qualification:

- Demonstrated commitment to social justice and passion for Georgia Appleseed's mission.
- Bachelor's degree preferred, or equivalent combination of education and experience.
- 2+ years' experience in an administrative, project coordination, communications, or editorial role.
- Experience working in a nonprofit or public-interest organization is a plus.
- Ability to learn quickly, manage multiple timelines, and adapt to evolving processes.
- Valid driver's license and access to a vehicle for regular use.

Salary and Benefits:

- The salary is \$55,000-\$62,500 per year, depending on experience.
- Group health, vision, and dental insurance premiums for employee, currently paid at 100%.
- Life and disability insurance premiums for employee, currently paid at 100%.
- 401k match, currently paid at 5%.
- FSA and HSA plan options.
- Free office parking.
- Generous paid time off.
- Hybrid in-office and remote work schedule.

This is a full-time position located at 150 Interstate North Parkway SE, Atlanta 30339 in Cobb County. This job currently involves working from home Mondays and Fridays, and in the office Tuesday through Thursday. There will be some local and overnight travel associated with the job.

How To Apply

Submit a letter of interest and resume to hr@gaappleseed.org. We will only consider applications with both items. This position will be filled as soon as a qualified applicant is identified and has accepted the position. No phone calls please.

Interviewed candidates may be asked to perform a skills assessment. Prior to employment, we will conduct a background check to verify prior employment, education, and criminal history, and candidates must provide proof of vaccination against COVID-19. Reasonable accommodations will be considered on a case-by-case basis for exemptions to the vaccination requirement in accordance with applicable law.

Georgia Appleseed Center for Law & 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.