Position Opening

Administrative Assistant

Salary: $50,000-60,000
Status: Full-Time, Exempt
Reports to: HR & Operations Director
Positions Reporting to this Position: None
Location: Atlanta, GA

Description

The Georgia Conservation Voters family of organizations is dedicated to advocating for public policies that promote a more just and sustainable future, supporting candidates who prioritize climate and environmental justice, and holding elected officials accountable for their actions and votes. The Georgia Conservation Voters Education Fund mobilizes Georgians through education, advocacy, and civic engagement, while the Georgia Conservation Voters Action Fund campaigns for climate champions. Together, these organizations strive to ensure that Georgia legislators and policymakers are held responsible for their decisions related to climate and environmental justice.

The Administrative Assistant will provide comprehensive administrative support to the HR & Operations Director and assist with various tasks related to board committee and meeting coordination, QuickBooks accounting, grants tracking, human resources, office management, and other assigned duties. This position is crucial in ensuring the smooth operation and efficient functioning of the organization's administrative processes.

Responsibilities

- Utilize QuickBooks accounting software to assist with financial tasks, including data entry, invoice processing, expense tracking, and generating financial reports as needed.
- Maintain accurate records and track grant-related information, including grant financial documentation.
- Use financial information in QuickBooks to file campaign contributions and expense reports with the Georgia Campaign Finance Commission.
• Assist the HR & Operations Director in coordinating board committee meetings, including scheduling, preparing materials, recording minutes, and maintaining accurate records.
• Support the HR & Operations Director with human resources tasks, such as maintaining employee records, processing paperwork, coordinating onboarding and offboarding processes, and administering benefits programs.
• Support office management tasks, such as coordinating supplies procurement, managing inventory, and maintaining office equipment.
• Assist in organizing and coordinating events, meetings, and workshops, including logistical arrangements, catering, and attendee communications.
• Manage incoming and outgoing correspondence, including mail, emails, and phone calls, ensuring timely responses and appropriate follow-up actions.
• Provide general administrative support, including scheduling appointments, making travel arrangements, and organizing files and documents.
• Collaborate with other team members to ensure seamless communication and coordination across departments.
• Perform other administrative duties and special projects as assigned.

Qualifications

• High school diploma or equivalent; additional education or certification in office administration or related field is a plus.
• Proven experience as an administrative assistant or in a similar role, preferably in a nonprofit or environmental organization.
• Proficient in using office software, including MS Office Suite (Word, Excel, PowerPoint), Google Suite, and QuickBooks. Experience with database management systems is desirable.
• Strong organizational skills and attention to detail, with the ability to multitask and prioritize work effectively in a fast-paced environment.
• Excellent written and verbal communication skills, with the ability to draft professional correspondence and take accurate meeting minutes.
• Solid understanding of administrative procedures and basic accounting principles.
• Ability to handle confidential information with discretion and maintain a high level of professionalism.
• Strong interpersonal skills, with the ability to work collaboratively and maintain positive relationships with colleagues and external stakeholders.
• Flexibility and adaptability to changing priorities and deadlines.
• Cultural Competence: Passion for environmental conservation and climate justice, committed to the organization’s mission and values. Shares our commitment to increasing racial diversity in our movement and organization, integrating justice and equity into the work, and ensuring an inclusive organizational culture. Should have a complex understanding of black, indigenous, Asian, Latino, and other POC communities, young people, and an unwavering commitment to racial justice.
• **Ability to travel:** Must be willing to travel extensively for events, staff retreats, other meetings, and professional development opportunities; expect frequent local travel (1-2 times per week), in state at least 1-3 times a month, and out of state every 4-6 months.

**Compensation**

The salary range for this position is posted at the top of this job description. The salary is commensurate with similarly situated nonprofit advocacy organizations, and the final amount will depend upon experience and qualifications.

Georgia Conservation Voters provides paid vacation and sick leave; health, vision, and dental insurance; and a 401(k) retirement plan. GCV also supports a healthy work-life balance by supporting flexible working practices, which include flexible working locations and hours, extensive time off, professional development support, and support for holistic health, including therapy reimbursement.

**To Apply**

Submit your cover letter and resume before the deadline posted on the website using the application found at [gcvoters.org/careers](http://gcvoters.org/careers).

If your experience is primarily out-of-state, please speak directly about why you want to do this work in Georgia in your cover letter.

GCV is an equal opportunity and fair chance employer committed to a just, equitable, and inclusive workplace. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, or record of arrest or conviction. We encourage applicants with disabilities who may need accommodations in the application process to contact: jobs@gaconservationvoters.org