

Position Title: Administrative Coordinator
Organization: Grantmakers for Southern Progress (GSP)
Location: Atlanta, Georgia
Position Status: Part-Time
Website: www.g4sp.org

GSP Organizational Overview

Grantmakers for Southern Progress (GSP) is a membership-based network of philanthropic leaders, practitioners, and individuals dedicated to leveraging resources for structural change in the South. Our mission is to transform philanthropic giving and practice in the South that prioritizes equity-focused structural change. As philanthropic giving and practices center equity this will facilitate the strengthening of the organizational infrastructure and the building of power within Southern communities to significantly increase racial, gender, and economic outcomes for people across the South.

We envision a growing network of philanthropic organizations and actors who fund across a spectrum of tools and strategies. Who have the explicit intention to increase investments in organizations that are led by people of color that are seeking to build political power, economic opportunity and social inclusion. GSP is a network that works towards philanthropy being in accountable relationship with directly affected communities. Therefore, we encourage and support our members to listen to and work with social movements and organization working for racial, economic and gender justice.

Position Summary:

The Administrative Coordinator will play a critical role in the organization's daily operations. Primary functions will include coordinating office communications and facilitating key tasks and procedures. Maintaining a master schedule of all meetings and commitments, placing orders for office supplies when needed and directing both incoming and outgoing calls, emails, postal correspondence, and packaging; as well as providing logistical support for special events and/or convening. This part-time position reports to the Operations Manager and adds additional support as needed.

Responsibilities

- Organizing and scheduling appointments
- Coordinate travel arrangements and maintain director's calendar
- Planning meetings and taking detailed minutes
- Answering and routing phone calls
- Managing organization's general emails and correspondence
- Point of contact for office visitors and managing vendor relationships
- Managing schedules for conference and community spaces
- Filing and organizing records, invoices, and other important documentation
- Submitting work orders and scheduling repairs for general office space and equipment
- Provide logistical support for all meetings and events

- Provide support to Operations Manager for internal communications and correspondence
- Research and enter data for organizational use
- Maintain an efficient and comfortable office Environment for all employees
- Handling administrative tasks from senior managers and directors
- Other related activities as assigned

Desired qualifications and experience:

- Strong written and verbal communication skills
- Excellent organizational and time management skills
- Great customer service and interpersonal skills
- Friendly, service-oriented personality
- Keen attention to detail
- Problem-solving and basic troubleshooting skills
- Proficiency with Microsoft Office 365 including Outlook
- Comfortable in a fast-paced environment
- High School Diploma and or relevant experience
- 4 Years of Administrative Experience
- **Special consideration will be given to candidates with Zoom experience or similar virtual conference platforms**

Job Details

- Part-time with accrued PTO after 90-day probationary period
- Twenty-four hours per week with daily operating hours Monday – Thursday from 9:00am – 4:00pm.
- Position will operate out of the Atlanta office
- Hourly wage of \$18 - \$20 commensurate with experience

Submissions require the following as separate PDFs:

- Cover letter
- Updated resume
- Two work references with current contact information.

Please note, omission of any of the requested documents will lead to disqualification of your submission.

Submission Instructions

- To apply, please submit your application packet to Eboni Brown at info@g4sp.org.
- The subject line for your submission should include your Name and Administrative Coordinator

A confirmation email will be sent to ensure receipt of your submission.