Position Opening

ADMINISTRATIVE ASSISTANT

Salary: $30,000-40,000
Status: Full-Time, Exempt
Reports to: Executive Director
Positions Reporting to this Position: None
Location: Atlanta, Georgia

Description

Since re-launching in 2018, Georgia Conservation Voters has been working to establish our presence as a leader at the intersection of conservation policy and politics here in our state. Our mission is to advocate for public policies that advance a more just and sustainable future, campaign for candidates who will make climate and environmental justice a priority, and hold elected officials accountable for their actions and votes. The Georgia Conservation Voters Education Fund (GCVEF) mobilizes Georgians to advance climate and environmental justice through voting, advocacy, and other forms of civic engagement.

The Administrative Assistant reports to the Executive Director. The primary administrative responsibilities are to handle the daily in-house needs of the office, with a significant focus on finance, development (fundraising), and board management activities. This position will also assist the Executive Director (or other relevant staff) with specific projects as needed. This job is for a tech-savvy, organized, and fast learner who is experienced at office administration. The ideal candidate also wants to be involved in the organization’s mission and programs to protect the environment, as well as be interested in learning what it takes to run a nonprofit organization.
Responsibilities

Office Management

- Respond to incoming calls and emails to info@gaconservationvoters and forwarding requests to appropriate team members as needed.
- Check and sort mail daily, with special attention to processing contributions.
- Keep the office organized, in working order, and well-stocked with supplies and materials.
- Oversee office sustainability, including choosing green and recycled products and engaging in zero waste practices around the office.

Finance & Development

- Maintain and update the EveryAction database with new donor information and prepare reports as required.
- Compile and send thank you letters and emails to all recent donors.
- Work with Executive Director to develop and send direct mail appeals, including securing mail lists and running lists of supporters for mailings.
- Light bookkeeping in Quickbooks, including preparing information for accountants.
- Assist with fundraising event logistics, communications, and registrations

Board of Directors

- Maintain the board of directors list and board of directors listserv.
- Organize phone and video conference calls and in-person meetings for the Executive Director, board, and other staff members as assigned.
- Assist the Executive Director in planning and preparing for successful board events and functions, including orientations, board meetings, committee meetings, and retreats.
- Learning and adhering to applicable rules and regulations set in bylaws regarding board and board committee matters.
- Organizing all critical board-related documentation, including rosters, meeting minutes and schedules.
Qualifications

We are seeking candidates who can stay on top of a wide range of work with competing deadlines without dropping the ball and provide top-notch customer service. We are also looking for candidates who have a respect for polished work and fine-tuned details, and who are positive forces in the face of shifts and changes. You should be:

- Extremely organized and detail-oriented with a talent for multi-tasking.
- Exceptional written and verbal communication skills.
- Experience with nonprofits desirable.
- Resourceful, respond quickly to the daily needs of the organization and must have some demonstrated experience.
- High proficiency or ability to learn Google Drive; and software like EveryAction and Quickbooks. Ability to manage our new database with skill, organization, and speed.
- Sound judgment and the ability to make decisions when provided direction and criteria to do so.
- An aptitude for forward-thinking, seeking opportunities and proposing solutions.
- A team player mentality with the ability to also be effective independently.
- Demonstrated ability to manage a heavy workload, and meet deadlines in a dynamic environment.
- Proven ability to handle confidential information with discretion and demonstrate the highest level of customer/client service and response.
- A belief that who we elect matters and that protecting Georgia’s land, air and water should be a top priority.
- A shared commitment to integrating racial justice and equity into the work we do and ensuring an inclusive organizational culture.

Compensation

Salary is commensurate with similarly situated nonprofit advocacy organizations and will depend upon experience and qualifications.

Georgia Conservation Voters provides paid vacation and sick leave, health and dental insurance, and a 401(k) retirement plan. GCV also supports a healthy work-life balance by supporting flexible working practices.
To Apply

Send your cover letter and resume to jobs@gaconservationvoters.org with “GCV Administrative Assistant” in the subject line by Friday, November 15, 2019. No phone calls, please.

GCV is an equal opportunity / 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