



P.O. Box 2827, Carrollton, GA 30112 • 706-842-2110  
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Director of Administration

**LINK TO EMPLOYMENT APPLICATION BELOW**

**JOB DESCRIPTION: DIRECTOR OF ADMINISTRATION**

**REPORTING TO: EXECUTIVE DIRECTOR**

**EXEMPT POSITION: YES**

**SUPERVISES: ADMISSIONS MANAGER, IT MANAGER, ADMINISTRATIVE COORDINATOR, COMMUNITY ENGAGEMENT COORDINATOR**

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*General Description: The Director of Administration serves Amber Grace in overseeing administrative functions that support the community to include human resources, admissions, marketing/communication, record-keeping, information technology, reception, and volunteers. The Director achieves this directly or through the team they supervise.*

**Responsibilities**

- Act as liaison between employees and the human resources service provider, including initial onboarding steps
- Maintain a working knowledge of Amber Grace Community employee benefits, practices, and policies and serves as a first point of contact for employee questions
- Oversee the creation and updates of all forms, systems, and processes used during the admissions process and serve on the Admissions Committee
- Participate in the Neighbor move-in and onboarding process
- Oversee the creation and distribution of the monthly newsletter
- Ensure that Social Media accounts and website are timely, appropriate, and achieving goals
- Ensure that physical materials (note cards, signs, flyers, nametags, temporary signage, etc.) are professional and fit with design guidelines
- Serve as communications coordinator in the event of a crisis
- Create and maintain physical and digital file storage systems and locations
- Coordinate storage of all documentation required by the Department of Community Health or other agencies and ensure that all departments are keeping up with record-keeping requirements
- Ensure that all community hardware is purchased, maintained, and replaced properly
- Oversee technology troubleshooting services for the community, including all Neighbors
- Manage community software packages (ex: Office 365, DocuSign, ALIS, etc.)
- Ensure hospitable and professional communication with all people who contact Amber Grace Community, whether in person, on the phone, or digitally
- Supervise the recruiting, vetting, onboarding, and placement of volunteers from Berry College, Floyd County, and beyond

- Manage all leadership aspects of employing and supervising administrative staff
- Develop and participate in training and continuing education of team members
- Remain aware of relevant regulations for Personal Care Homes and ensure compliance with regulatory requirements and policies
- Participate in surveys and inspections by government/licensing agencies
- Participate in budget planning for the department and review the monthly financial statements for the department
- Act as Manager-on-Duty for specified rotations throughout the week

### **Startup Team**

*The Director of Administration will be one of the earliest hires at Amber Grace Community and will participate in building and launching many aspects of the community, including:*

- Partnering with the others to develop processes, systems, policies, and procedures for the entire Amber Grace Community
- Recruiting, hiring, and training the initial administrative staff
- Developing content and training tools for all Amber Grace employees and volunteers
- Serving on the admissions committee that will review applications and select the initial 48 Neighbors

### **Job Requirements**

- A Bachelor's degree
- A minimum of five years of related work experience, including administrative experience
- Two years of management experience
- Ability and willingness to represent Amber Grace in a Christ-like, professional manner
- Able to demonstrate care, compassion, and patience in working with the Neighbor population and protects confidentiality and other rights of the Neighbors
- First Aid/CPR/AED certification
- Knowledge of office equipment and computer proficiency
- Fluent in Microsoft Office Suite applications with ability to learn and operate additional software applications as appropriate
- Excellent verbal and written communication skills using the English language
- Must have ability to lift, push, and pull 25 pounds
- Must possess a valid and non-encumbered Georgia driver's license

TO APPLY FOR THIS POSITION PLEASE CLICK THIS LINK:

**[DIRECTOR OF ADMINISTRATION](https://ambergrace.jotform.com/team/hr-employment/director-of-administration-application)**

Or copy and paste this URL into your web browser :

<https://ambergrace.jotform.com/team/hr-employment/director-of-administration-application>

If you are unable to access or fill out the application online, please email [info@ambergrace.com](mailto:info@ambergrace.com) to request assistance.

Thank you for your interest in joining the Amber Grace Team!