



amber grace

101 Independence Lane, Mount Berry, GA 30149 706-842-2110
info@ambergrace.com • ambergrace.com

Administrative Coordinator

LINK TO EMPLOYMENT APPLICATION BELOW

Reports to: Director of Administration

Job Summary: Plans, coordinates, and performs administrative tasks to ensure the office runs smoothly and continually supports the staff, Neighbors, and guests of Amber Grace Community.

Supervisory Responsibilities: None

Duties/Responsibilities:

- Provide on-site administrative support for office personnel.
- Handle phone, email, and in-person inquiries about Amber Grace, and direct specific inquiries to the appropriate staff for additional information.
- Communicate the vision, mission, and ethos of Amber Grace as a first point of contact.
- Interact with suppliers and business partners to coordinate meetings, manage office supplies, promotional materials, send & receive packages, and ensure invoices are paid.
- Coordinate with staff to ensure volunteers are vetted, supported, and greeted when they arrive.
- Coordinate with staff for ordering, receiving, stocking, and distribution of promotional materials
- Assist in maintaining filing systems, whether electronic or physical.
- Assist in event planning and coordination.
- Participate in team meetings, training, and Amber Grace community events.
- Foster a safe, respectful, and inclusive environment.

Requirements:

- Strong communication, organization, and interpersonal skills.
- Associate's degree in clerical administration or equivalent experience.
- Excellent verbal and written communication skills using the English language.
- Strong organizational and time management skills.
- Ability to determine task prioritization based upon several factors.
- Attention to detail and problem-solving abilities.
- Ability to multitask and work independently or as part of a team.
- Fluent in Microsoft Office Suite applications with the ability to learn and operate additional software, such as Jotform and Adobe Acrobat.
- Knowledge of office equipment and computer proficiency.
- Must have the ability to lift, push, and pull 25 pounds.

- Ability to demonstrate care, dignity, and respect when working with Neighbors.
- Protects the confidentiality and other rights of the Neighbors.

FLSA: Non-Exempt

Classification: Full-time

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

TO APPLY FOR THIS POSITION PLEASE CLICK THIS LINK:

ADMINISTRATIVE COORDINATOR

Or copy and paste this URL into your web browser :

<https://ambergrace.jotform.com/team/administrative-employment/employment-application>

If you are unable to access or fill out the application online, please email info@ambergrace.com to request assistance.

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