

VACANT POSITION
DEPARTMENT: EXECUTIVE
OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>
SUBMIT APPLICATION AND PROOF OF EDUCATION TO:

employment@spaldingcounty.com or 119 E. Solomon St, Human Resources Office
CLOSING DATE: Position will remain open until filled

Job Title: Part Time Executive Director (Position #1011)

Salary: Hiring Rate: \$27.50
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High School diploma (or GED equivalent) required. Associate or bachelor's degree preferred. Effective communication skills, including verbal communication and presentation experience, and strong writing skills. Experience with the Microsoft suite of products.

GENERAL STATEMENT OF JOB: Under limited supervision, performs administrative marketing duties for the Griffin+Spalding Business and Tourism Association (GSBTA). This position reports to the GSBTA Board of Directors. This is a part-time position.

PHYSICAL REQUIREMENTS: The work is typically performed while sitting at a desk or table or while sitting, standing, or stooping. The employee occasionally lifts light objects.

ESSENTIAL JOB FUNCTIONS:

Plans and attends GSBTA events; represents and promotes GSBTA at various community events, community groups and professional meetings. performs community outreach on behalf of GSBTA; makes presentations to various groups on GSBTA activities and functions.

Manages GSBTA's website and social media accounts; updates content as needed

Processes grant applications and meets with grant recipients; monitors financial status of grant awards; maintains accurate and complete grant files

Seeks out grant funding and prepares grant applications for GSBTA. Ensures requirements are being met for grant compliance

Oversees financial reports; prepares and monitors budget; reconciles bank statements

Records minutes for GSBTA monthly meetings; manages records and reports; updates bylaws as needed; prepares correspondence

Performs other related duties as required.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

November 13, 2025
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