JOB ANNOUNCEMENT

Administrative Coordinator
Policing Alternatives and Diversion Initiative

July 2023

Position: Administrative Coordinator
Position type: Full-time, non-exempt
Compensation: Annual Salary range of $45,000-$50,000
Supervisor: Deputy Director

The Policing Alternatives and Diversion (PAD) Initiative seeks an Administrative Coordinator who provides comprehensive support to PAD’s Leadership team and ensures the smooth implementation of day-to-day administrative tasks. This position involves management of administrative office, answering general phone line and email correspondence, supporting staff onboarding, training and meetings, and providing administrative support to the PAD Board of Directors. PAD’s mission is to reduce arrests and incarceration of people experiencing extreme poverty, problematic substance use, or mental health concerns, and increase the accessibility of supportive services in Atlanta and Fulton County. This position reports to the Deputy Director.

Responsibilities:

- Provide administrative support to directors of the organization, assisting with scheduling, email correspondence, and document preparation;
- Work closely with managers to coordinate internal trainings that are relevant to each department;
- Manage daily functions of the PAD administrative office, including managing mail, parking passes, and office organization;
- Work closely with Human Resources to create and maintain onboarding, training, and meeting schedules;
- Answer PAD general phone line during business hours and direct them to appropriate staff, ensuring a professional and courteous approach;
- Monitor the PAD general email inbox and direct email requests to appropriate staff, ensuring a professional and courteous approach;
- Make bank deposits and provide relevant vendor invoices and documents to bookkeeping staff;
- Support Board meetings by ordering food, printing documents, and ensuring technology is working properly;
- Create and maintain an electronic and hard copy filing system for PAD administrative documents;
• Provide support for special projects or events;
• Order, maintain and distribute office supplies and equipment
• Prepare and distribute internal communications, including memos, announcements, and meeting agendas
• Perform other related duties as assigned

**Knowledge, Skills, and Abilities:**

• Experience in office management, program administration, and communications activities;
• Excellent interpersonal skills, including the ability to work on a team and with diverse partners.
• Excellent time management skills and ability to multi-task and prioritize work.
• Ability to adapt to changing priorities.
• Excellent written communication skills and organizational skills, including proficiency in Microsoft Office and social media platforms.
• Experience working with formerly incarcerated people, Trans people, and LGBQ people a plus.
• Maintain confidentiality of sensitive information.

PAD provides a salary range of $45,000-$50,000, comprehensive benefits, and a strong vacation policy in a people-centered environment.

**APPLICATIONS WHICH DO NOT MEET THESE REQUIREMENTS WILL NOT BE REVIEWED:**

**APPLICATION:**

1) A cover letter which:
   a) describes your experience with providing administrative support to an agency
   b) gives an example of how you prioritize tasks.

2) A resume

**DEADLINE:** Rolling until filled

**SUBMISSION:** Send in PDF format to jobs@atlantapad.org

*The Policing Alternatives and Diversion Initiative is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, military status, age, qualified handicap, or disabled status. We are committed to providing a workplace free of any discrimination or harassment.*