

## POSITION DESCRIPTION FOR

# Administrative Assistant LEADERSHIP GEORGIA

Leadership Georgia seeks a **part-time Administrative Assistant** to support the state's oldest and most successful leadership organization. Affiliated with the Georgia Chamber of Commerce, Leadership Georgia is a non-partisan organization that develops emerging leaders through an annual program that features five Georgia communities. Representing all walks of life, sixty-three participants, along with their spouse/significant others, are chosen to participate each year in the program.

**A. OVERVIEW OF POSITION:** This position supports the overall operations of the Leadership Georgia organization, and supports the Manager of Operations as well as the Leadership Georgia Board of Trustees. The position reports to the Leadership Georgia Manager of Operations. The position requires some overnight travel.

**B. TRAINING AND EXPERIENCE:** Bachelor's degree is preferred, or equivalent combination of education and experience in clerical and management support. Desired knowledge and abilities: verbal and written communication skills (business grammar, spelling, punctuation, proofing and editing); in-depth organizational skills; basic and problem-solving math; office practices and procedures; financial management skills; web-based research; and proficiency in Microsoft Access, Publisher, Excel, and Word.

### C. POSITION RESPONSIBILITIES

- 1) **General Operations:** The position is responsible for supporting overall day-to-day operations of Leadership Georgia in close communication with the Manager of Operations. These duties include, but are not limited to:
  - Support the operational plans and procedures for maintaining and improving all areas of Leadership Georgia
  - Assist the Manager of Operations with the organization and implementation of Board meetings.
  - Support Leadership Georgia's alumni database, including the preparation of data for the annual directory.
  - Maintain positive relationships with all program, Gala, and annual sponsors to include appropriate correspondence upon commitment of funding.
  - Assist with development and distribution of Leadership Georgia's quarterly newsletter in collaboration with the Manager of Operations and Communications Committee.
  - Prepare press releases and communications regarding class, board, etc. in collaboration with the Manager of Operations.

**Work Standard:** Executes the above duties in a timely and professional manner while maintaining related records. Emphasizes accuracy and quality standards. Communicates regularly with the Manager of Operations to review duties and evaluate performance. Makes recommendations for modifications that could improve performance.

- 2) **Annual Programs and Class:** The position is responsible for working closely with the Manager of Operations in developing and delivering Leadership Georgia's five annual programs and awards gala. These duties include, but are not limited to:
  - Support Board of Trustees and Selections Committee with mailings, email communications, and filing of required paperwork.
  - Assist the Manager of Operations, President and Program Chairs with execution of all programs to include appropriate communications with vendors, supporters, sponsors, etc. before, during, and after the program.
  - Provide logistical support prior to and then on site during each of the programs.

**Work Standard:** Executes the above duties in a timely and professional manner while maintaining related records. Maintains effective communications and relationships with the Manager of Operations.

Emphasizes accuracy and quality standards. Builds and enhances relationships with alumni and current class. Maintains relationships with personnel involved in event management and program coordination. Keeps Manager of Operations and program team informed of status of projects and events. Manages multiple tasks simultaneously. Sees the big picture while attending to details and anticipates the needs of the organization. Monitors and meets deadlines. Involves others as needed.

Compensation commensurate with qualifications. Application deadline is February 20, 2020. Applicants should submit a cover letter indicating interest and qualifications, resume, and three professional references **by email** to: [chairman@leadershipgeorgia.org](mailto:chairman@leadershipgeorgia.org). No faxes or phone calls accepted.