



Administrative Assistant (Full-Time Temporary)

The temporary Administrative Assistant position is an important part of the Gwinnett Coalition team, implementing program details and communications for the [Gwinnett Great Days of Service \(GGDOS\)](#) initiative, performing administrative tasks in support of the Emergency Food and Shelter Program grant, and general administrative assistant duties. The position is 40 hours per week, from July 26 – October 22, with training to begin as soon as possible.

About Gwinnett Great Days of Service

The GGDOS is a signature initiative of the Gwinnett Coalition. It matches nonprofits with donors who agree to collect items needed by nonprofits to better serve their target populations. Nonprofits apply to participate and describe their needs – shelf stable food, diapers, clothing, etc. Individuals and organizations “adopt” the nonprofit(s) of their choice. They then manage collection drives on their sites to collect those items. Collectors and receivers negotiate delivery of the collected items. The GGDOS initiative is managed by a planning committee, but the Gwinnett Coalition team provides oversight, support, and logistical assistance.

Specific duties include:

GGDOS Program Support

- Act as a liaison between the GGDOS planning committee, collectors, volunteers, investors, and recipients.
- Communicate with collectors and recipients to ensure they each understand who they are matched with, and any logistical details are managed.
- Review and approve recipient applications and collection agreements.
- Provide oversight to the planning committee and event:
 - Send detailed meeting agendas to the GGDOS committee chair in advance, send general agendas to the GGDOS committee, and participate in two GGDOS planning committee meetings.
 - Check-in with each team member and follow up on tasks.
 - Ensure deliverables are completed according to timeline.
- Adjust GGDOS timeline when necessary.
- Work with Gwinnett County Public Schools (GCPS) liaison to ensure logistical details for their collection drives are managed.

EFSP Grant Program Support

- Process forms and maintain administrative paperwork related to grant administration.
- Enter new program data using an Excel spreadsheet.

General Administrative Support

- Monitor general email accounts daily and route to the correct team member to respond
- Provide clerical assistance, such as copying, creating PowerPoint slides, managing the mail, etc.
- Schedule and provide support for Gwinnett Coalition online and in-person meetings, using Zoom and Teams
- Other duties, as assigned

Qualifications and Skills

- Consistent and strong attention to detail
- Punctuality and reliability
- Strong organizational skills
- Professional written and oral communication skills
- Ability to multitask
- Demonstrate ability to quickly problem-solve
- High school diploma and 2 years related experience in a professional office setting
- Program or event management experience strongly preferred

Technical Proficiencies

- Microsoft Office suite, including Outlook, Word, Excel, and SharePoint
- Google Docs
- Zoom and Teams for meetings and webinars
- Preferred: Canva, Campaign Monitor, and Hootsuite