



## **JOB ANNOUNCEMENT**

### **Administrative Coordinator Policing Alternatives and Diversion Initiative**

*March 2025*

**Position:** Administrative Coordinator

**Position type:** Full-time, non-exempt

**Compensation:** Annual Salary range of \$45,000-\$50,000

**Benefits:** Comprehensive benefits package, 401k plan, & 6 weeks paid vacation per year

**Supervisor:** Deputy Director

The Policing Alternatives and Diversion (PAD) Initiative seeks an **Administrative Coordinator** who ensures the smooth implementation of daily operations, including answering the main phone line, maintaining office supplies and equipment, coordinating staff and board meetings, trainings, and events, and providing administrative support to the Deputy Director and Executive Director. PAD is a non-profit organization whose 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:**

- Answer phone calls and email requests and direct them to appropriate staff members, ensuring a professional and courteous approach;
- Check mail daily and distribute mail to appropriate staff;
- Maintain organizational calendar and provide coordination and logistical support for staff and board meetings, trainings, and events;
- Maintain office equipment and supplies, and manage service requests and purchasing;
- Provide administrative support to the Deputy Director and Executive Director including assisting with compliance, scheduling, email correspondence, and document preparation;
- Provide support to the Operations Manager to resolve facility and fleet issues as they arise;
- 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 LGBTQ 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](mailto: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.*