

**Job Title:** Administrative Assistant

**Organization:** Sexual Assault Center of Northwest Georgia, Inc.

**Location:** Floyd, Bartow, Chattooga, and Polk counties

**Schedule:** Full-time, Monday - Friday, 9:00 AM - 5:00 PM (40 hours/week)

**About Us:**

The Sexual Assault Center of Northwest Georgia, Inc. is a 501(c)(3) nonprofit organization dedicated to providing compassionate services and advocacy for survivors of sexual assault across Floyd, Bartow, Chattooga, and Polk counties. The SACNWGA is excited to share its growth, offering new opportunities to join the team.

As a completely new role to the SACNWGA team, the Administrative Assistant should be organized, self-motivated, and proactive in identifying solutions. The administrative Assistant will support the Executive Director and overall operations of the organization. The Administrative Assistant will play a pivotal role in ensuring the seamless functioning of the office, managing administrative tasks, and providing essential support to the Executive Director in both day-to-day and project-based work. This position is a key non-direct service role, requiring high attention to detail, professional communication, and the ability to manage multiple responsibilities efficiently.

**Key Responsibilities:**

- **Administrative Support:** Manage general office tasks including filing, organizing correspondence, copying/printing, and maintaining office records.
- **Inventory & Supplies Management:** Conduct monthly inventory at SAC offices (Rome, Cartersville, and Rockmart) and ensure the timely ordering and restocking of office supplies.
- **Vendor & Service Coordination:** Serve as primary correspondent for business vendors and service providers, ensuring smooth office operations.
- **Mail & Correspondence:** Sort and manage incoming/outgoing mail; prepare mass mailers, newsletters, and official correspondences.
- **Financial Assistance:** Prepare and process bank deposits with accuracy, adhering to established protocols.
- **Website Support:** Assist with website management, design, and updates, ensuring timely and relevant information is posted (experience with Wix preferred).
- **Donor Information Management:** Accurately input and manage donor records for all donations, ensuring confidentiality and compliance with organizational policies.
- **Event & Project Support:** Provide direct administrative support to the Executive Director on key initiatives, events, and other special projects.

**Qualifications and Skills:**

- Ability to handle confidential and sensitive information with discretion.
- Proactive, self-starter with a positive, can-do attitude.
- Strong documentation, organizational, and data management skills.
- Proven ability to multitask and prioritize tasks efficiently.
- Excellent written and verbal communication skills.
- Proficiency in typing and administrative software.
- Experience with website management (Wix or similar platforms).

- Bilingual (Spanish-speaking) preferred but not required.
- Must maintain a survivor-centered, trauma-informed approach at all times.

**Benefits:**

- Paid time off
- Paid sick leave
- Paid holidays
- Collaborative, compassionate team environment

**For qualified, experienced applicants:**

Please send your cover letter, resume, and references to [admin@sacnwga.org](mailto:admin@sacnwga.org) with subject line: ADMINISTRATIVE ASSISTANT APPLICATION + [your name].