

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.

Job Summary:

We are seeking an organized, self-motivated, and proactive Administrative Office Assistant to 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