

HFI ADMINISTRATOR

Georgia Center for Opportunity (GCO) is an independent, non-partisan policy research organization that develops solutions leading to social and economic opportunity in the state of Georgia. Our vision is to make Georgia a state where all have a real chance to prosper.

Our mission is to remove barriers to opportunity. These barriers include society's most pressing challenges such as family fragmentation, lack of access to quality education, inadequate job-skills and career training, counterproductive public policies, and self-sabotaging behaviors. By following our innovative Breakthrough process, GCO researches and develops solutions that address barriers to opportunity, advocates its solutions to policymakers and the public, and helps innovative social enterprises deliver results on the ground.

With offices in Peachtree Corners of metro Atlanta, GCO is a fast-paced, entrepreneurial, and highly collaborative environment. We have an opening for a Healthy Families Initiative (HFI) Administrative Assistant who is a self-starter, enjoys working with a team, loves new challenges and, above all else, desires to enrich the lives of other people.

The Healthy Families Initiative Administrator is a full-time position. The responsibilities include planning, organizing and managing day-to-day tasks, ensuring compliance with company policies and procedures.

POSITION DESCRIPTION

The Healthy Families Initiative Administrator will provide administrative/clerical support to assist HFI staff to successfully carry out the duties and responsibilities of the position. This includes answering phones, sending and receiving correspondences, attending community classes, building and maintaining relationships in the community and any additional tasks not listed but are deemed necessary to the success of HFI and GCO.

You must be fluent in Spanish and English, have good organizational skills, computer skills, including Microsoft Word, and Excel. It helps to have Salesforce experience but we will train if necessary. Interpersonal skills, written and verbal communication skills are a plus for this position.

RESPONSIBILITIES

- Engage Hispanic community in healthy relationship classes
- Build a strong rapport and presence with Hispanic entities in the community of Norcross and Peachtree Corners
- Create and assemble materials for healthy relationship classes
- Provide program and classroom support to our Spanish and English speaking community (i.e. collect and distribute surveys, gather feedback via pictures and videos, etc.)
- Assure that the Hispanic community has HFI marketing materials
- Maintain and update HFI database utilizing software program (Mail Chimp)
- Maintain and update Resource Guide for Norcross and Peachtree Corners
- Contact participants and partners to get stories (if needed)
- Assist with blog and newsletter post

QUALIFICATIONS

- Demonstrated commitment to and alignment with GCO's core values and strategic principles

- Fluent in speaking and writing Spanish
- College degree preferred
- Integrity in managing sensitive and confidential information
- Strong organizational and superior interpersonal skills, professionalism, mature judgment, and the ability to produce quality work on tight deadlines
- Experience working in a dynamic and professional environment

COMPENSATION & BENEFITS

GCO offers a competitive salary, commensurate with experience, and provides excellent benefits: health insurance, dental insurance, vision insurance, a 401k plan, life insurance, and accrued vacation and sick leave. This position also offers the right candidate significant opportunities for professional development and growth.

We are looking for people who share our values of innovation, passion, excellence, and impact. For more on GCO, go to www.GeorgiaOpportunity.org.

PROCESS

Interested candidates are asked to provide the following to info@hfigeorgia.org:

1. Brief cover letter including brief biography and description of how you would be successful in this position
2. Resume and salary requirements
3. Two professional references