

BETTER WORK GWINNETT PROGRAM SPECIALIST

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 that Georgia's communities are the most vibrant in the country.

To achieve our mission, we research ways to help remove barriers to opportunity in each of these pathways, promote our solutions to policymakers and the public, and help effective and innovative social enterprises deliver results in their communities. Our ultimate goal is to see every Georgian who is willing to seize the opportunities presented to them living a life that can be characterized as truly flourishing.

With offices in Peachtree Corners of metro Atlanta and Columbus, GA, GCO is a fast-paced, entrepreneurial, and highly collaborative environment. We have an opening for a Better Work Gwinnett (BWG) Program Specialist 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 BWG Program Specialist is a full-time position.

POSITION DESCRIPTION

In order for the BWG initiative to achieve its ambitious mission, a dynamic and detail-oriented program specialist is required. This position supports GCO's BWG efforts in Gwinnett.

You must have excellent organizational skills and computer skills, including Microsoft Word, Excel, and PowerPoint. It helps to have Salesforce experience but we will train if necessary. Interpersonal skills, as well as strong written and verbal communication skills are required for this position.

RESPONSIBILITIES

- Client tracking, follow-up, and communication
- Marketing - coordinate marketing efforts to our community partners, business partners, and job seekers with GCO's Communications team
- Data tracking and reporting
- Keep list of community partners and business partners up to date
- Event and Meeting planning
- Assist with calendaring and setting appointments
- Keep list of mentors up to date and help coordinate training events
- Day to day operations of BWG - emails, phone calls, answering questions from job seekers and mentors
- Maintain database of business partners (including job categories needed, skills required, and basic screening requirements)
- Maintain meeting minutes for our various team meetings and report those out to attendees and ensure follow up on meeting next steps
- Assist with budget tracking

QUALIFICATIONS

- Excellent organizational and time-management skills
- Excellent communication skills
- Demonstrated ability to work in collaborative environments
- No pride in authorship and ability to receive constructive critical feedback
- Proficiency in use of Microsoft Office Word, Excel, and PowerPoint
- Proficiency in the use of Google docs
- Ability to quickly learn new software programs and apps
- Proven ability to take initiative, anticipate needs, and work within a defined organizational structure
- 4-year degree preferred
- Minimum 3 years' experience in project management or corporate admin management required

COMPENSATION & BENEFITS

GCO offers a competitive salary, commensurate with experience. 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 careers@georgiaopportunity.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