



The Junior League of Atlanta, Inc. (JLA) is a volunteer-powered organization of women transforming the Atlanta community through our collective service. We have a shared vision of the organization, which is to be a catalyst for community change by empowering women who are passionately focused on the health, education, and welfare of women and children. The mission of JLA is to advance women's leadership for meaningful community impact through volunteer action, collaboration, and training.

Membership Administrative Assistant - Job Description

Position Summary:

This position is responsible for administrative and membership tasks related to supporting The Junior League of Atlanta, Inc. (JLA), ensuring that the organization's operations are effective and carried out in a way that represents the mission and strategic plan of the JLA. This position supports the Director of Operations and manages projects related to supporting members and JLA headquarters.

Job Functions:

- Serve as a lead contact for members, nonmembers, staff and other parties concerning membership and administrative information.
- Lead database administration including creating and running reports, exporting reports to create charts in excel, and database updates.
- Manage the internal and external JLA calendar, including all calendar inputs and room assignments.
- Track and send out correspondence to members and donors, including monthly thank you letters, annual dues letters, and additional communications, as needed.
- Answering phone calls and making phone calls in reference to membership questions, including status changes and registration for events.
- Greeting and organizing outside groups renting the building.
- Lead general administrative tasks including answering general phone calls, checking and responding to voicemail messages, copying, stuffing, scheduling and filing, creating tent cards, distributing mail, ordering supplies, and clean up of the building.

Other Responsibilities:

- Lead facilities by keeping the building organized, working with members to find locations for supplies, inventory items around the building, and serve as contact for janitorial staff.
- Assist monitoring Info e-mail inbox and ensure appropriate notes are forwarded to key recipients.

**Education:**

High school required with some college preferred or equivalent work experience.

Skills Needed:

- Excellent interpersonal skills required; high level of professionalism.
- Working knowledge of principles and practices of organization, planning, records management, and general administration.
- Ability to multi-task and manage competing priorities to keep projects on track in a fast-paced environment.
- Attention to detail with strong organization skills.
- Ability to provide support to many different volunteer positions.
- Demonstrate a high level of self-motivation and ability to work independently.
- Computer skills and competencies with standard software and IT applications. (Ex. Microsoft office suite, Mailchimp, membership database, etc)

Reporting Relationships:

- Reports to the Director of Operations, who reports to the President and the Board of the Junior League of Atlanta.
- Works collaboratively with all JLA volunteer leaders.

Compensation and Hours:

This position is full-time, 32 hours/week and salary starts at \$20/hr, commensurate with experience. This position requires a flexible schedule to allow for occasional evenings and will work with the Director of Operations to ensure an aligned work schedule.

To apply for this position, please submit an updated resume and cover letter to info@jatlanta.org.