



84 Walton St NW #500  
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## POSITION DESCRIPTION

Position Title	Department	Reports to
Assistant to the Vice President and Administrative Coordinator	ADID	VP, Operations
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	Open until filled
Approved Salary Range	\$28 to \$33 per hour	
<i>(Commensurate with qualifications and experience)</i>		

### BACKGROUND

The Atlanta Downtown Improvement District (ADID) is a not-for-profit, 501(c)(3) corporation formed in 1995 by Central Atlanta Progress to deliver state-legislated, city-approved Community Improvement District services to Downtown Atlanta. ADID’s mission is to keep the 220 blocks and 1.7 square miles of Downtown Atlanta safe, clean, and hospitable. ADID’s field operations programs are focused on public safety, public space cleaning and maintenance, and supportive services outreach to unsheltered residents. ADID funds major programs in transportation, capital improvements, public safety, cleanliness, and marketing. To learn more about ADID visit [atlantadowntown.com](http://atlantadowntown.com).

### POSITION OVERVIEW

We are seeking a dynamic and organized Assistant to the Vice President and Administrative Coordinator to join our team at Atlanta Downtown Improvement District (ADID). In this role, you will provide crucial administrative and operational support to various business units, including Public Safety, Unsheltered Outreach Team, and the Public Space Cleaning and Maintenance Team, under the direct supervision of the Vice President of Operations. As an essential member of our team, you will play a pivotal role in ensuring seamless operations, contributing to the overall success of ADID and the vibrancy and growth of Downtown Atlanta.

### KEY RESPONSIBILITIES

- Collaborate with the Vice President of Operations and ADID business units to provide comprehensive administrative support.
- Manage office supply inventory and orders, coordinate service contracts with vendors, and ensure well-organized communal areas (storage closets, breakrooms, etc.).
- Assist the Vice President in managing special projects and initiatives. Provide strategic assistance in decision-making processes, conducting research, analyzing data, and preparing background information for key initiatives. Collaborate with various teams and stakeholders to ensure the successful completion of projects.
- Maintain and organize electronic documents, records, and files with a focus on confidentiality and secure storage.
- Efficiently oversee the processing of incoming invoices, ensuring their timely approval. Meticulously maintain well-organized records, complete with comprehensive supporting documentation, to facilitate seamless auditing procedures. Act as a liaison with the Accounts Payable department, fostering effective communication and collaboration.

- Coordinate travel arrangements for the Vice President of Operations and ADID unit leaders.
- Refine and maintain standard operating procedures for office communications, hiring and onboarding, operational financial procedures, etc.
- Assist in the facilitation of meetings and events by preparing conference rooms, arranging accommodations, and coordinating catering. Responsible for developing and distributing meeting agendas and minutes and ensuring appropriate action is taken when necessary.
- Assist with drafting memos, emails, reports, and formal memoranda.
- Respond to inquiries, provide accurate information, and assist team members with various tasks.
- Assist with the recruitment, selection, and onboarding of new employees. Assist with the coordination of employee recognition and engagement programs.
- Other duties as assigned.

### **ESSENTIAL QUALIFICATIONS**

- Bachelor's degree in public administration or related field, or equivalent combination of education and experience.
- Minimum of 4 years of experience as an administrative/executive assistant or equivalent.
- Proficiency in Microsoft Office Suite (Outlook, Excel, Word, Teams, PowerPoint), with an ability and willingness to learn new software.
- Excellent verbal and written communication skills in English, along with strong attention to detail and accuracy.
- Ability to multitask, prioritize tasks effectively, and meet deadlines consistently.
- Energized, proactive problem solver with a self-motivated and solution-focused mindset.
- Comfort in handling confidential situations with tact and professionalism.
- Progressive and stable work history.
- Passion for contributing to the vibrancy and growth of Downtown Atlanta.
- Successful completion of a criminal background check and substance use testing.

### **PREFERED QUALIFICATIONS**

- Familiarity with labor law and employment equity regulations.
- Experience in Human Resources administration and people management.
- Exposure to payroll practices.
- Demonstrated support for ADID's mission, purpose, and programs.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

This job requires the employee to fulfill certain physical tasks to perform their essential job functions successfully. If needed, ADID will provide reasonable accommodation for individuals with disabilities.

The employee will need to:

- Regularly communicate through talking and hearing.
- Occasionally stand, walk, sit, and reach with their hands and arms.
- Lift and move objects weighing up to 25 pounds occasionally.
- Have good close and distance vision, along with the ability to adjust focus.
- Work in an environment with low to moderate noise levels.

**POSITION CLASSIFICATION (this is not a remote position)**

This is a full-time, 40 hours per week, on-site in-person, exempt position. Standard office hours are 8 a.m. until 5 p.m.

ADID offers competitive compensation, along with a comprehensive benefits package, including personal time off (PTO), health and dental insurance, short-term disability coverage, a mass transit benefit, and a 401(k) savings program. Eligible employees may also receive discretionary performance-based bonus pay.

ADID is an equal opportunity employer and will consider all qualified applicants for employment without regard to age, disability, religion, creed, political affiliation, race, color, sex, marital status, sexual orientation, or national origin.

Full COVID-19 vaccination is required for this on-site position.

**APPLY TODAY TO MAKE A DIFFERENCE**

Interested applicants should e-mail their letter of interest and resume to [mmister@atlantadowntown.com](mailto:mmister@atlantadowntown.com). Only those applicants deemed qualified will be contacted. **No phone calls, please.**