



Georgia Department of Economic Development
Position Announcement

Title:	Administrative Coordinator Time-Limited Position	Entry Salary:	\$45K
Division:	Georgia Council for the Arts	Location:	Atlanta, GA
Duties and Responsibilities:	<p>The Georgia Department of Economic Development (GDEcD) is the state's sales and marketing arm, the lead agency for attracting new business investment, encouraging the expansion of existing industry and small businesses, locating new markets for Georgia products, attracting tourists to Georgia, and promoting the state as a destination for arts events and location for film, music and digital entertainment projects, as well as planning and mobilizing state resources for economic development.</p> <p>Serving the Georgia Department of Economic Development's Georgia Council for the Arts team, this position is responsible for administrative duties. Responsibilities include assisting with processing grant contracts and financial paperwork as well as supporting the grant managers. This is a time-limited position, with funding available to support this position through October, 2026. The position is eligible for the full GDEcD benefits package.</p> <p>Primary duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Checking documents submitted by grantees to ensure that forms are completed correctly. • Answering questions from grantees completing contracts and paperwork. • Learning the Foundant grants management system in order to keep up with grantees and their progress submitting required documents. • Assisting GCA's Grants Specialist to set up requisitions and payment requests as well as entering data into the master allocation spreadsheet. • Supporting GCA Grant Managers by contacting grant review panelists, collecting and editing comments from panelists on grant applications, and emailing grant notifications. • Support internal partners with administrative duties on collaborative projects • Additional administrative duties and special projects as assigned 		
Minimum Qualifications and Competencies:	<ul style="list-style-type: none"> • Associate's degree (or equivalent) from an accredited school AND two (2) years of closely related experience OR four (4) years of closely related experience • Strong oral, written and interpersonal communication skills with the ability to communicate professionally and effectively • Strong knowledge of Excel, PowerPoint, Outlook calendars, and other MS Office programs • Exceptional organizational skills that allow the candidate to smoothly manage multiple projects simultaneously • Proactive, detail-oriented with a problem-solving mindset 		



Preferred Qualifications:	<ul style="list-style-type: none"> • Bachelor's degree specializing in business, accounting, public administration, or a closely related field AND three years of closely related experience • Experience working with budgets and/or payments in state government or a higher education setting in Georgia. • Experience working with government grants and grants management software. 		
Travel Required?	Yes, limited	Nights, Weekends Required?	Occasionally
Deadline	Open Until Filled; Apply ASAP. Resumes will be reviewed immediately. Position will be filled as soon as a suitable candidate is identified.		

Application Instructions: To apply for this position, ***you must submit your resumé and cover letter (PDF format preferred) via the link on our careers page at <https://www.georgia.org/about-us/career-job-search>***. If you do not have internet access or require an accommodation because of a disability, please contact GDEcD Human Resources at 404-962-4000 or email jobs@georgia.org.

Additional Information for Applicants: *All qualified candidates will be considered but may not receive an interview. Preference will be given to applicants who meet both the minimum and preferred qualifications. Internal applicants may be considered prior to other applicants. Information on publicly posted social media accounts may be reviewed as part of the screening process. Applicants who are not selected for interviews will not receive notification.*

**To be considered for a salary offer above the entry level (if a range is posted), the successful candidate MUST have most of the education and experience qualifications shown as preferred. To receive an offer at the top of the range posted, experience must exceed preferred level. Offers will not exceed the top amount posted.*

Applicants selected for hire will be subject to a background check, including a criminal history record check. Depending on the position, the background check may include education verification, credit check, and driving record. Additionally, male applicants between 18 and 26 years of age must present proof of Selective Service Registration if hired.

Please note, if travel is required, the selected candidate will be required to pay travel expenses (hotel, meals, etc.) up front and will be reimbursed within one week of expense statement approval.

GDEcD is an Equal Opportunity Employer