



Historic Oakland Foundation (HOF) is a 501(c)3 nonprofit founded in 1976 as the “friends of” group for Oakland Cemetery. Our mission is to partner with the City of Atlanta to preserve, restore, enhance, and share Oakland Cemetery with the public as an important resource and an island of tranquility in the heart of the city. Oakland Cemetery is a garden oasis, historical repository, cultural resource, leader in restoration, and a southern cultural entity. Learn more at: www.oaklandcemetery.com

HOF is accepting applications for the role of Administrative Coordinator. This position will be responsible for overseeing the day-to-day administrative/office operations of the Foundation, working directly for the Co-Executive Directors, coordinating all administrative aspects of the Foundation, and maintaining the Foundation’s database. The Administrative Coordinator reports directly to the Administrative Systems Manager and works closely with other areas to support Oakland’s mission and goals.

Role and Accountabilities:

- Perform front-office administrative tasks such as file maintenance, maintaining foundation calendars and contacts, answering the telephone, and assisting with correspondence and mailings.
- Maintain donor/member database including donation processing; creation of donation, campaign, and renewal correspondence; and analysis as needed by staff or board.
- Assist with the grants management using the database to track deliverables and deadlines.
- Provide support for board and committee meetings to include preparing and maintaining board member and committee lists, meeting calendars, and agendas; arranging for meals; and recording and maintaining minutes. Assist with presentation materials as needed.
- Provide executive level support and independent troubleshooting as needed to the Co-Executive Directors.
- Provide support for the programming department, including ticketing, event and program support and volunteer database management.
- Assist staff in planning and hosting donor receptions/parties.
- Respond to requests for rack cards and tour passes from various organizations.
- Assist in responding to burial records requests submitted by the public.
- Act as a back-up for the Visitor’s Center/Gift Shop volunteer position when needed.
- Must be available to work evening and additional weekend hours to act as staff representative during programs and special events as needed.

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Education and Experience:

- Bachelor's degree in related field required.
- A minimum of 2-5 years of office support experience required; previous work with volunteers and members with a non-profit organization desired.

Knowledge, Skills, and Abilities:

Required:

- Strong administrative and organizational skills.
- Exceptional written skills with the ability to express information clearly, concisely, and with precision.
- Highly organized with close attention to detail; flexible, works well under pressure and deadlines; curious, motivated and willing to self-learn.
- Affinity for working in a team environment and facilitating positive two-way communication.
- Experience with database programs, especially Salesforce (customers, donors, volunteers).
- Proficiency in Microsoft Office programs – Excel, Word, PowerPoint, and Outlook.
- Self-starter with demonstrated improvement of administrative processes and the ability to multi-task and meet deadlines.

Desired:

- Experience with Square or other POS systems.
- Knowledge of Oakland's history, events, etc.

The person in this position ascends/descends stairs to access office space and resources, and may occasionally lift boxes and equipment up to 15 pounds.

To Apply:

Interested applicants should email their letter of interest and resume to careers@oaklandcemetery.com or fax to HOF at 404-658-6092.

Historic Oakland Foundation, 248 Oakland Ave SE, Atlanta, GA 30312

Position Classification:

This position is part-time, Tuesday through Saturday, but could be converted to full-time depending on applicant experience and assignments. Salary is \$20,000 to \$30,000 annualized commensurate with experience.