



Administrative Coordinator Position

Organization Background

As a non-profit organization, GPR provides holistic solutions to poverty alleviation in the Grove Park community, located two miles west of Downtown Atlanta. The comprehensive program creates a connection between attainable affordable housing and social/relational capital development. These efforts provide residents the opportunity to develop their own physical stability and margin and thereby improve their physical, emotional, mental, spiritual, and relational health.

GPR manages 75 housing units across the Westside as well as a 10,000 square foot office building with plans to develop an additional 40 housing units over the next 18 months.

Administrative Coordinator Position

We are looking for a new team member to help us coordinate and manage our Cultivate ATL program!

Cultivate ATL program

- 8-12 residents come together to learn about their personal calling, and gain tools and resources to get there
- One night a week from 5:30-7:30 with food and childcare provided
 - Cultivate ATL class
 - 9 classes and 3 social events
 - Modules
 - 4-12 weeks focused on a specific topic (home ownership, financial literacy, mental health, etc.)

This position will include the following:

Weekly Cultivate ATL Class Involvement/Modules

- Remind/confirm attendance with each resident before class
- Ensure facilitator has all printed and supportive material for class
- Coordinate who needs rides to and from class the day before class
 - Provide partnerships and support for rides and/or pick up and drop off residents
- Ensure food is ordered and picked up for class each week
 - Build partnerships that are willing to donate food
 - Find local vendors for food
- Set up and break down area before and after classes



GROVE PARK RENEWAL

- Track resident status in an online doc upon completion of class
- Coordinate and manage childcare volunteers if applicable
- Create tracking system for attendance of Cultivate and modules for adults and children
- Coordinate food/beverage/utensils for Cultivate potlucks

Monthly Cultivate/Module

- Contact each resident and inform them of new module/cultivate classes and track status and participation
- Ensure every resident gets pre-post surveys distributed to them before and after class
- Purchase supplies needed for class and graduation

Occasional events

- Plan Artsincommunity outings (6 per year)
 - Apply for outing through ArtsinCommunity website
 - Contact residents with initial invitation
 - Secure transportation based on resident needs
 - Confirm attendance closer to date
 - Plan food options if needed
- Events/Town Halls (2 town halls per organization, 2 events per organization)
 - Secure volunteers for these events
 - Ensure communication to all residents
 - Purchase supplies and food for events
- Resident interaction
 - Bring welcome basket to new resident
 - Conduct growth assessment with new residents
 - Make brochure for new residents
 - Enter data into the system
 - Update website with information about community engagement
 - Create new systems of media to engage with residents
- Grant writing (optional)

Compensation:

\$10-15 per hour depending on experience and availability

Time Breakdown:



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- Minimum of 2 evening hours for each class (likely 5:30-7:15pm for up to 2 classes a week) and 1-2 preparation hours or coordination and communication before class 6-10 hours
- Org involvement duties for the rest of the week

Qualifications:

- Reliable transportation
- Excellent communication skills
- Dependability
 - One week notice is needed if you cannot attend a class (emergencies excluded); failure to do so will be automatic termination from this role
- Computer literacy
- Working phone number
- High capacity for organization and coordination

If interested please email Maureen Sanchez at sanchez@groveparkrenewal.org with your name, and resume. Priority will be given to Grove Park residents and those living in surrounding neighborhoods.