



State Bar of Georgia

JOB DESCRIPTION

Title: Administrative Assistant
Department: Communications
Location: Atlanta
Supervisor: Director of Communications

Essential Functions of the Job

- Strong writing and editing ability
- Creativity; ability to design
- Knowledge of Adobe Creative Suite, specifically InDesign, Photoshop and Illustrator
- Assist in updating the State Bar's website
- Strong organizational skills: manage multiple tasks at one time
- Adhere to time schedule/deadlines

Clerical tasks

- Distribute departmental mail
- Handle incoming calls for the department. Direct callers to the appropriate individual/department/agency as necessary
- Prepare and maintain correspondence for the department
- Coordinate and assist with all mass mailings for the department

Fulfill requests

- Back issues of the *Georgia Bar Journal* and specific articles
- Cornerstones of Freedom materials
- Membership certificates
- General information

Publications

- Assist department with all publications, including the *Georgia Bar Journal*, *Supplemental Directory* and various newsletters
- Write the "In Memoriam" section of the *Journal*
- Send out thank you letters and complimentary copies of the *Journal* to writers
- Maintain index of *Bar Journal* articles
- Maintain organized file of other state's publications
- Write, design and layout various departmental publications/flyers as assigned

Website

- Assist in content development and maintenance of www.gabar.org using the Bar's CMS and some HTML
- Regularly update existing pages and create new pages as needed and directed

Meetings

- Coordinate the director's committee meetings (send meeting notices, order food, conduct conference calls, take minutes, etc.)
- Assist with Annual Meeting preparation

Wellness Program

- Concentrate on the Bar's wellness program for 2-3 hours per week, specifically on updating the website, creating social media posts and keeping the calendar up to date with relevant events.
- Reaching out to the local bars to ask them to submit their wellness activities to post to the wellness calendar
- Regularly reach out to committee members for additional/updated web content
- Track time spent each week for reporting purposes

Subscriptions

- Maintain the paid and complimentary *Georgia Bar Journal* subscription databases
- Handle claims for the *Georgia Bar Journal*

Media Relations

- Scan and route *Daily Report* upon arrival each day for articles of interest to the Bar
- Email articles to the Executive Committee as needed

Generally

- Take photos of events
- Design brochures, pamphlets, newsletters and departmental pieces
- Edit brochures, pamphlets, newsletters and departmental pieces
- Create a scrapbook for the past president of their year in office
- Subject to in-person supervision and will be expected to perform position in the State Bar office, unless managing or supporting a meeting or event that takes place away from the office
- Other duties as assigned by the director

Tools, Equipment

- Operate standard office equipment
- Knowledge of Microsoft Office and Adobe Creative Suite
- Knowledge of HTML helpful

Education, Training & Experience

College degree preferred; computer training in Microsoft Office and Adobe Creative Suite is critical; and excellent command of English language and AP Style is required for editing and proofing.

Required Skills

- Excellent communications skills
- Organizational skills
- Ability to handle multiple projects
- Team player
- Committed to exemplary customer service
- Self-starter
- Willing to change assignments on short notice
- Strong writing and editing skills
- Design skills