



## **PART-TIME ADMINISTRATIVE & MEMBERSHIP COORDINATOR OPEN POSITION DESCRIPTION**

The Georgia Association of Criminal Defense Lawyers (GACDL) is the nation's largest member-funded state criminal defense bar, comprised of more than 1,300 members including criminal defense lawyers, investigators, and law students. For more information about GACDL, visit [www.gacdl.org](http://www.gacdl.org). GACDL is a non-profit organization with two full-time employees: Executive Director and Operations Manager.

**The Administrative & Membership Coordinator supports the full-time staff with a variety of duties and will:**

- Provide support for all daily office operations (phones, supplies, mail, email, spreadsheets, member database, website, etc.);
- Assist with OnDemand CLE platform management and educational seminar & webinar production; and
- Assist members in joining, renewing, and accessing all the benefits of membership, from navigating the website and listserv, to seminar registration, and more.

### **Work hours and locations:**

- 20-24 hours per week on-site work in GACDL's headquarters office, in downtown Decatur.
  - Work hours must be scheduled during regular business hours between 8:30a.m. and 4:30p.m.
  - Occasional schedule flexibility can be accommodated, but set work hours are preferred and will be established in collaboration with the Executive Director.
- Saturday work hours will be required three to six Saturdays per year at in-person, educational seminars. Two of these seminars routinely require out-of-town, overnight travel, reimbursed by GACDL.

### **A successful Part-Time Administrative & Membership Coordinator will:**

- Have experience assisting with office operations, and proficiency in workplace technology including Microsoft Office Suite, Google Suite, and Dropbox;
- Communicate effectively and professionally with a friendly and positive attitude in verbal and written communications;
- Be an organized and independent task manager, accurately planning tasks and completing time-sensitive projects;
- Be detail-oriented, ask questions, take initiative, think creatively, and adapt to or overcome challenges;
- Be collaborative, honest, reliable and able to accept constructive criticism; and
- Tolerate curse words with a sense of humor.

### **Compensation**

The hourly rate for this part-time, contract position ranges from \$18 to \$28/hr and will be determined by the Executive Director based on prior professional experience. GACDL offers expense reimbursement for work-related travel. Start date is negotiable with a preference for March 2024.