



**Administrative Coordinator - Macon, Georgia**

Part Time, 20 hours a week

Salary: 16,000.00 - 22,000.00 a year with possible benefits

Job Description + Responsibilities

- Perform office tasks such as answering , responding to emails, and organizing files
- Entering and preparing documents, reports and correspondence
- Assisting with data entry and inventory management
- Bookkeeping
- Provide administrative support to the team
- Schedule appointments and maintain a calendar.
- Assist with office management tasks, including maintaining office supplies and equipment.
- Coordinate travel arrangements and accommodations

Requirements

- Proven experience as an administrative assistant or similar role.
- Strong organizational skills with the ability to multitask and prioritize tasks
- Excellent oral and written communication skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Google and online management platforms
- Familiarity with office equipment (e.g. printers, scanners) and basic troubleshooting
- Ability to maintain confidentiality and handle sensitive information carefully
- Strong interpersonal skills and the ability to work well in a team environment and individually on assignments

The Ocmulgee National Park and Preserve Initiative (ONPPI) is a community based 501(c)3 non-profit and coalition of Middle Georgia and Muscogee (Creek) citizens working together to create Georgia's first National Park and Preserve.