



JOB DESCRIPTION

Administrative Assistant for The Immerse Project

Effective Date: *May 22, 2024*

This job description is a summary of the job duties and expectations that are essential to the successful evaluation of the job. It is not intended to be complete in detail. Individuals classified on this job are expected to perform all the duties listed and, on occasion, may be required to perform other functions of higher or lower skill level not included in this job description.

Standard of behavior: Living and working according to the values of TMS Global.

Reporting relationship: The Immerse Project Program Director

Classification: Independent Contractor Classification under the FLSA

Contract Length: July 2024- January 2028

Position summary:

The Administrative Assistant provides administrative support to the Immerse Project Team, playing a crucial role in supporting the project's daily operations and ensuring a smooth workflow. This position requires a proactive individual with excellent communication skills and the ability to multitask effectively. This position is contracted at 20 hrs/wk and based in the metropolitan Atlanta, GA, area, with the expectation that at least one day per week will be in person at the TMS Global offices in Peachtree Corners.

Major duties and responsibilities:

- 1) Arrange appointments and set up meetings.
- 2) Screen and answer program enquiries, directing emails and calls to other team members as needed.
- 3) Assist with the preparation for meetings, conferences, and presentations, including logistics and travel arrangements.
- 4) Organize and maintain digital files, ensuring efficient retrieval and storage.
- 5) Support the administrative needs of the project team as assigned, including handling correspondence, taking and disseminating meeting notes, and processing documents.



- 6) Disseminate program communications to all staff, project partners and participants.
- 7) Assist with the collection of coach reports, participant surveys and other feedback and data to allow for timely reporting.
- 8) Any other reasonable duties as assigned by The Immerse Project Program Director.

Job knowledge and experience:

The individual must have proven two years of experience as an administrative assistant or in a similar role. Administrative work in a nonprofit setting is preferable. The person must be proficient in Microsoft Office Suite, including Word, Excel, and PowerPoint. Experience with Salesforce is preferred. Strong written and oral communication skills as well as organizational skills are necessary. Experience handling event and travel logistics are also required. They must be detail-oriented and be able to prioritize tasks effectively. They must have the ability to handle confidential and sensitive information with professionalism.

Personal requirements:

The individual must be tactful in personal contact and written correspondence related to the various needs of the staff, public, program participants and coaches, both U.S. and international, donors, partners, and church leadership. The individual must enjoy working independently as well as being part of a team.

Accountability:

The individual is responsible for the complete and satisfactory execution of their job, with minimal direct supervision. The individual will report to the Project Manager for the Immerse Project. The individual will work closely with The Immerse Project team to ensure consistency and effectiveness of all responsibilities and activities.

Physical requirements:

Work should require light to moderate physical activity with a reasonable amount of repetitive motion. This position may require up to 5% overnight travel.

To apply please email your resume and cover letter to Kate Bryant at hr@tms-global.org