

Title: Programs Coordinator
Salary Range: \$45,000-50,000
Education: Bachelor's Degree Required
Location: Atlanta, GA
Type: Full-Time

Description:

The Georgia Asylum & Immigration Network (GAIN), a nonprofit organization with a mission of *protecting and empowering immigrant survivors of crime and persecution*, is seeking a full-time Programs Coordinator.

Responsibilities:

- Work closely with the Director of Legal Services to support the planning, coordination, and execution of the activities and initiatives of GAIN's direct services.
- Serve as Admin for Salesforce, Google, Cerenade, and any other program-related platforms, create and disable email accounts, setting permissions, creating and editing staff wide calendar events, etc.
- Develop projects and systems to capture data as needs arise, including systems to send surveys to clients regarding their experiences with GAIN, and to retroactively collect and report on data related to past pro bono clinics
- Coordinate the dissemination of volunteer check-ins and surveys, re-routing case inquiries to GAIN's legal team and making notations in GAIN's case management software as needed
- Assist in the coordination and organization of volunteer attorney trainings; including managing RSVP's and tracking attendee information in Salesforce, applying for CLE Credit and coordinating day-of training logistics as needed
- Serve as a liaison between GAIN's legal team and law school externship programs for the recruitment of student interns and coordination of pro bono fairs, tabling events, interviews, etc.
- Monitor and oversee data entry into GAIN's case management systems, assisting with data reporting as needed
- Develop best practices and drive consensus regarding use of case management system to best capture data and allow GAIN to tell the story of our work and our impact
- Monitor data reporting deadlines
- Oversee data collection efforts for reporting purposes
- Compile and submit quarterly VSSR reports
- Coordinate with GAIN's Grants Manager and Legal Services Director to compile and submit reports for other grants, including the DOJ Legal Assistance for Victims (LAV) grant
- Perform additional administrative duties as needed

Qualifications:

- Bachelor's degree in relevant field
- Experience with non-profit organizations, including federal grant management, **highly preferred**
- Knowledge of Salesforce, WordPress, Zenefits, Bill.com, GoToMeeting, Zoom, Google Suite, **preferred**
- Excellent attention to detail and strong organizational skills
- Enthusiasm and eye for creativity
- A proven ability to exercise discretion and independent judgment
- Excellent analytical and communication (written and verbal) skills
- Excellent ability to collaborate, work cross functionally, and achieve consensus across an organization
- A passion for fulfilling GAIN's mission and/or serving vulnerable immigrant populations

Benefits Include:

Comprehensive benefits include: 8 US holidays, 10-30 days paid time off days depending on tenure, fully-paid medical insurance for employee (dental insurance optional), 403(b) retirement savings plan, Employee Assistance Program, mileage reimbursement, and more.

How to Apply:

To apply for this position, please email cover letter and resume to **jobs@georgiaasylum.org**

GAIN is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bi-cultural individuals, as well as members of the lesbian, gay, bisexual and transgender communities. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.