

Position Announcement: GYFA Administrative Assistant

The Georgia Agricultural Education Program is seeking qualified candidates for the position of Administrative Assistant for the Georgia Young Farmer Education Program/South Region Agricultural Education Office. The position will be housed in the South Region Agricultural Education Office on the ABAC campus.

Application Deadline: Until Filled

Position Title: Administrative Assistant

Location: ABAC 34 – 2802 Moore Highway; Tifton, Georgia 31793

Program/Unit: Georgia Agricultural Education/Georgia Young Farmer Education Program/South Region Agricultural Education Office

Description of Specific Duties:

Under the direct supervision of the GA Young Farmers Program Executive Secretary, approximately eighty five percent (85%) of the duties will include:

1. Clerical, office management, accounting and record keeping and management of the financial records, the GYFA Magazine and social media accounts of the GA Young Farmers Association.
2. Approximately fifteen percent (15%), under supervision of the South Region Ag Ed Director will entail accounting (payable and receivable) and reservation collection for events for the South Region Agricultural Education Office and staff.
3. Experience working with Quick Books will be beneficial. The fast-paced, accountability-driven environment requires an organized individual who is comfortable multitasking and receiving direction from the GA Ag Ed Adult Education Director, the South Region Ag Ed Director, and the State Ag Ed Program Manager.
4. Duties will also include:
 - a. composing, editing, proofreading, and copying correspondence, reports, and other materials.
 - b. communicating with the GYFA magazine publisher and internal and external contacts.
 - c. completing tasks and assignments associated with administrative support functions in areas such as bookkeeping, establishing and maintaining digital filing of reference manuals and materials.
 - d. assisting in scheduling and preparation of meetings and conferences.
 - e. coordinating GYFA staff and executive board travel and lodging arrangements.
 - f. monitoring and maintaining office supplies, equipment and/or facilities.
 - g. data entry from forms, records and/or reports digitally.
 - h. preparing invoices for payment and receiving and recording payments.

5. Attendance at appropriate training related to duties and responsibilities.
6. Complete other duties/assignments as necessary.

Preferred Qualifications:

- Experience providing administrative/clerical support.
- Documented experience in computer literacy, effective written and verbal communication skills, and working as a key support to multiple personnel in a busy office environment.
- Proficiency in using Microsoft Office (Excel, Word, and PowerPoint) and Quick Books.
- Experience using the internet to research information.
- Proven successful experience working in a team environment with support staff.

Salary/Benefits

Salary will be commensurate with the relevant education/training and work experience. Benefit options include life, disability, dental and health insurance, annual/sick leave, and Georgia Teacher Retirement.

Submit a cover letter and resume* to: Martin Bius at mbius@gaaged.org

*Resume should include a daytime telephone number and prior work employment history with addresses, email, and telephone numbers.

Applications/resumes will be evaluated and only those meeting the qualifications will be considered. Top candidates will be contacted for interviews. No notification will be sent to applicants except those selected for interviews.

It is the policy of Georgia Agricultural Education not to discriminate on the basis of race, color, sex, national origin, disability, or age in its employment practices. Georgia Agricultural Education (Ga AgEd) and each associated field office is a registered participant in the federal work authorization program commonly known as E-Verify. Ga AgEd utilizes the program to verify employment eligibility of individuals hired on or after July 1, 2007.