



Front Office Coordinator Global Village Project

Global Village Project was founded in 2009 as a model for innovative, equitable refugee education. As the only school in the U.S. for refugee girls, we aim to remove the barriers to students' learning and amplify their voices as creative young leaders. Our full-day academic program serves 40-50 refugee young women from Clarkston, Georgia, and is designed specifically for their needs as English language learners, with trauma-informed practices and restorative justice at its center. We are a team of educators, of lifelong learners, and of people who care deeply about girls' education, and together we are building a multicultural, multilingual community of students and staff.

ABOUT THE ROLE

Global Village Project is seeking a Front Office Coordinator to join our team starting in the 2026-2027 academic year. This is a 12-month, 40-hour-a-week position that will offer the opportunity to learn about a wide range of the administrative functions of a nonprofit organization, from fundraising to daily operations. As the Front Office Coordinator, you will be the first point of contact at our school, welcoming all visitors, staff, and volunteers as they enter the building, ensuring security and access. Additionally, you will work closely with several members of the administrative team to assist with administrative tasks such as volunteer attendance tracking, fundraising mailing efforts, and more.

Your key responsibilities include:

- Contribute to a culture that values community, collaboration, and lifelong learning.
- Create a welcoming and inviting reception area.
- Provide administrative support by answering the door, the phone, and the general inquiry email, and taking messages for the appropriate staff members.
- Partner with the Operations & Compliance Coordinator to coordinate the in-house student lunch program, including selecting and coordinating vendors, supporting volunteers in serving lunch, or walking students to lunch as needed.
- Under the direction of the CEO, coordinate and order food for on-campus events, including, but not limited to staff meetings, Board meetings, Family Conferences, Student Showcases.

- Support the Volunteer Program by managing administrative tasks including, classroom placement at the beginning of the semester, track attendance and hours for volunteers, maintain fill-in needs
- Serve as the first point of care for students in their health and wellness needs.
- Support Operations Coordinator by managing purchases of administrative and other supplies as requested and monitoring inventory and supplies
- Manage internal room reservations and scheduling
- Perform other duties as assigned.

ABOUT YOU

- We're looking for someone who will be **excited to work in a small, highly-collaborative team**.
- You'll be interacting with our students regularly, so you need to be **someone who enjoys young people** - their energy, their self-agency, and all that brings.
- You need to **bring a lens of cultural humility**. We are a team that cares deeply for one another, and that constantly strives to encourage and hold one another accountable to our culture agreements and core values.

Ideal candidates will also have:

- Passion for empowering and educating refugee young women who face structural barriers to their education.
- Proficiency working with multilingual, multicultural communities.
- 2+ years in a receptionist or office support role
- Passion for and commitment to GVP's mission, vision, and values
- Demonstrated ability to communicate clearly with people from varied backgrounds
- Excellent written, oral, and interpersonal communication skills
- Ability to work collaboratively and flexibly in a small team environment
- Familiarity with Google Workspace products

Does this sound like you?

If you see yourself in this job description but don't feel like you meet every single criterion, we encourage you to apply anyway! We take a holistic approach to all of our hiring practices, believing in the power of lifelong learning, and want to hire those who best align with GVP's mission and values.

DETAILS & BENEFITS

Location: This position is on-site at our campus in Decatur, GA. At the end of June, we will be moving to a new site at 2135 Shamrock Dr, Decatur, GA.

Job Type: This position will be a full-time non-exempt role.

Salary: \$40,000 annually, commensurate with experience.

GVP provides the opportunity to work within a vibrant community dedicated to teaching and learning, social justice, and service. The position requires a criminal background check. Primary elements of the benefits package include:

- 20 days of paid time off per year in addition to ~20 paid staff holidays, with additional flexibility during summer
- Health insurance, including optional dental and vision coverage, combined with an additional Health Reimbursement Arrangement plan
- SIMPLE IRA Retirement Plan with 2% guaranteed employer contribution
- Paid parental leave
- Life insurance
- Support for professional development opportunities
- Work from home opportunities and Fridays off during the Summer

HIRING PROCESS

Interested candidates should upload their resume and cover letter highlighting any past work or experience with hospitality, administrative work, or education to the [Front Office Coordinator Application Form](#).

Applications will be reviewed beginning May 25th. Interviews will include a Zoom screening followed by an in-person visit to GVP for an interview with a few of your potential team members. In-Person interviews will take place at our current site, 205 Sycamore Street, Decatur, GA. Our hope is to fill the position for a start date on July 20th.

GVP is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, social class, marital status, national origin, disability, gender, or sexual orientation.

We are committed to creating access for all qualified individuals in the hiring process, including but not limited to those with disabilities. If you require reasonable accommodation(s) to participate in the application or interview process, please contact wfincher@globalvillageproject.org.