

 GATEWAY85	Administrative Coordinator Job Description
Position Summary	

The Administrative Coordinator plays a key role in keeping Gateway85 CID running smoothly and professionally, supporting the Executive Director and staff with day-to-day administrative operations and board coordination. As the welcoming front-line representative of Gateway85, this position is often the first point of contact for members, partners and visitors, and helps convey the organization's commitment to collaboration, service and impact across the district.

Working at the center of a diverse, business-driven community, the Administrative Coordinator supports an organization focused on public safety, mobility, placemaking and stakeholder engagement—helping ensure Gateway85 continues to be a great place to do business. This position reports directly to the CID Executive Director.

Key Responsibilities

Office & Front Desk Management

- Maintain consistent front desk coverage and greet visitors with a welcoming, professional presence.
- Manage incoming calls, general emails and other inquiries to ensure a timely and accurate response.
- Coordinate incoming/outgoing mail, shipping, deliveries and shared office organization.
- Monitor and replenish office supplies including meeting and printer materials.
- Oversee hospitality and set up for board and stakeholder meetings.
- Interface with building management to resolve facility needs.

Executive & Board Support

- Manage calendar, meeting logistics and routine correspondence for the Executive Director.
- Coordinate Board of Directors logistics including meeting attendance tracking, scheduling and packet assembly.
- Assist staff with meeting notes and follow-up trackers on CID initiatives.

Organization Calendar & Document Management

- Maintain the CID member and stakeholder database.
- Track external events and CID representative attendance on a shared calendar.
- Create and maintain organized digital filing systems for contracts, project files and administrative records.

Event & Program Support

- Support CID-led events, tours and meetings with logistics and hospitality.

- Provide coordination and administrative support as assigned by senior staff.
- Initiate and coordinate code enforcement within the CID.

Qualifications

- Core Office Technologies including Microsoft Office 365, Google Suite, Adobe, Database Administration
- Strong written, verbal and interpersonal communication skills
- Ability to work independently and display a high level of organizational skills

Details and How to Apply

The salary range for this position is \$55,000-\$65,000, commensurate with experience. Benefits include holidays, paid time off, health insurance and retirement.

To apply, submit a resume and cover letter to info@gateway85.com with the subject line "Application for Administrative Coordinator." The first resume review will be on January 30th and the position is open until filled.

About Gateway85 Gwinnett CID

Gateway85 Gwinnett CID is a 14-square mile district in Southwest Gwinnett County with 25,000,000 sq ft of highly leased office and industrial space. The over 3,000 businesses and the CID's 800 commercial property owner members generate over \$16 billion in economic impact annually. Gateway85 CID is celebrating its 20th anniversary in 2026 and is focused on Public Safety & Technology, Beautification & Placemaking, Mobility and Stakeholder Engagement & Advocacy.