



JOB TITLE: Administrative Assistant
FLSA STATUS: Exempt
REPORTS to: Chief Operations Officer
LOCATION: Jackson, MS
SALARY RANGE: \$40,000-\$55,000
Effective Date: April 1, 2026

SUMMARY:

The Administrative Assistant provides core administrative and operational support to AccelerateMS, with a primary focus on office management, internal coordination, and routine administrative functions. This role ensures smooth daily operations by managing supplies, records, purchasing documentation, scheduling support, and general office logistics. The Administrative Assistant reports to the Chief Operations Officer and serves as the backbone of office execution and compliance.

ESSENTIAL JOB FUNCTIONS:

Office & Operations Support

- Provide administrative support to all Directors and staff, including scheduling assistance, document preparation, and meeting logistics.
- Maintain office filing systems (physical and digital), including contracts, grant documents, procurement files, and staff agreements.
- Manage office supply inventory and coordinate purchasing under the supervision of the Chief Operations Officer.
- Coordinate office access for equipment repairs, IT needs, and building maintenance.
- Maintain purchasing accounts and track receipts, catering purchase forms, and related documentation.
- Support internal office functions such as copying, mailing, scanning, filing, and records management.

Staff & Internal Administration

- Manage staff administrative records, including key assignment forms, handbook acknowledgements, and contact information.
- Maintain assigned shared email inboxes as needed for office operations.
- Support onboarding and offboarding logistics in coordination with leadership.
- Assist with CRM system upkeep and general data hygiene.

Meetings & Events

- Coordinate logistics for internal meetings, staff meetings, and working sessions (room setup, materials, catering).
- Support all Directors with meeting preparation as requested (printing and materials assembly).
- Assist with logistics for agency-hosted events and conferences, including the Mississippi Horizons Conference, under the direction of senior leadership.

KNOWLEDGE, SKILLS & ABILITIES

- Strong organizational and administrative skills with high attention to detail.
- Ability to manage multiple tasks and deadlines in a fast-paced office environment.
- Professional communication skills and customer-service mindset.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint).
- Ability to work collaboratively and follow established processes.

EDUCATION & EXPERIENCE

- Minimum of 2–3 years of experience in administrative or office support roles.
- Relevant education or training encouraged but not required.
- Experience in a public-sector or nonprofit environment is a plus.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Minimum of 3 years of experience in office support or project management roles, or equivalent experience.
- Completion of aligned educational programs is encouraged but not required.

To apply for this opportunity, please send a cover letter and resume, including the below information, to maryannmyers@acceleratems.org.

- Name, address, telephone number, and email
- Desired salary
- Previous positions, including titles, duties, employers, locations, and dates of employment
- Names of previous supervisors
- Specific prior experience and skills related to the job
- Brief narrative with information such as why you're interested in, or qualified for, the job
- Degrees, licenses, and/or certifications
- References (typically three references with contact information)