



State Bar of Georgia

JOB ANNOUNCEMENT

Title: Administrative and Communications Specialist
Department: Chief Justice's Commission on Professionalism (CJCP)
Location: Atlanta, Georgia
Supervisor: Executive Director of CJCP
Classification: Full-Time / Non-Exempt

Recruitment Period: August 19, 2026 – August 31, 2026, or until sufficient applications are received

Statement of Purpose and Reporting Relationship

The Chief Justice's Commission on Professionalism was founded by the Supreme Court of Georgia in 1989 as a department of the State Bar of Georgia to support and encourage lawyers to exercise the highest levels of professional integrity in their relationships with their clients, other lawyers, the courts, and the public and to fulfill their obligations to improve the law and the legal system and to ensure access to that system.

Reporting to the executive director of the Chief Justice's Commission on Professionalism, the administrative and communications specialist will work as an integral part of a two full-time employee office. The successful candidate will be a highly organized, proactive and agile team player who thrives in a fast-paced environment. The role requires a self-starter with acute attention to detail, sound judgment, strong organizational skills and a widely varying skill set to provide the executive director with: 1) clerical and administrative support (42%); 2) social media and communications support, including limited graphic design work (42%); 3) bookkeeping and audit preparation support (16%). The position requires occasional evening and weekend work, and occasional local travel for Commission-related special events and meetings.

Essential Functions of the Job

- Work effectively with others, including volunteer attorneys and internal staff.
- Work independently and accurately within the policies and procedures of the Commission and to conform to the Commission's already established protocols and procedures.
- Ability to prioritize assignments and meet sometimes simultaneous tight deadlines in a dynamic and complex environment supporting multiple volunteers with a variety of multi-faceted projects.
- Perform monthly bookkeeping entries and record keeping involving primarily accounts payables, bank account reconciliations, and general ledger journal entries; perform bookkeeping entries and record keeping as needed for accounts receivables and general ledgers, under direction of CPA Consultant or ED.
- Provide staff support for all meetings of the Chief Justice's Commission on Professionalism, the State Bar of Georgia Committee on Professionalism, and all programs and projects of the Commission and Committee.

- Supports the Commission's executive director with social media posting and member engagement efforts.
- Answer telephones, conduct inventory and order office supplies, and perform other general office duties as needed.
- Draft, proofread and edit writings, using excellent English-language skills for internal and external communications.
- Ability to exercise exceptional discretion with sensitive information.
- Provide other staff support as requested by the Executive Director for Commission staff, members and volunteers.
- Comply with all State Bar policies.

Work Location and Remote Work

- Perform the job, while subject to in-person supervision, in the Commission's Office located at the State Bar of Georgia Atlanta office, unless coordinating or supporting a meeting or event that takes place away from the office, or unless as otherwise assigned by the Commission's executive director.
- Remote work schedule available up to two days per week after the first 90 days of employment with the State Bar of Georgia; remote work will be limited during high-volume event and meeting planning periods. Remote schedule is subject to change at the discretion of the Commission's Executive Director.

Tools, Equipment

- Proficient in operating standard office equipment, including telephones, computers, printers and multi-function copiers/scanners.
- Proficiency in the use of bookkeeping software such as QuickBooks
- Intermediate proficiency in Microsoft Office Suite products, especially Word, Excel and PowerPoint
- Intermediate proficiency in manipulating PDF documents
- Knowledge of various web-based applications such as Canva Online Graphic Design, Zoom, Mailchimp, Survey Monkey, Eventbrite and Hootsuite
- Ability to learn new software programs, both web-based and desktop, including QuickBooks Desktop, FoxIT PDF, Hootsuite, Affinity Designer, Affinity Publisher, Affinity Photo and WordPress

Required Qualifications

- Bachelor's degree in business or equivalent required.
- Three-years minimum experience providing administrative support.
- Ability to communicate effectively orally and in writing.
- Excellent time-management and organizational skills.
- Ability to work independently within established policies and procedures and to follow oral and written instructions.
- Ability to coordinate, manage and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components and in the formulation of operational strategy.

- Ability to perform addition, subtraction, multiplication and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to exert physical effort in sedentary to medium work, and to move, position, push and/or pull objects and materials of medium weight of up to 50 pounds.
- Ability to remain in an upright stationary position for extended periods of time for copying and scanning of documents.
- Ability to work for extended periods of time at a keyboard or other workstation.
- Ability to work in all outdoor weather conditions when needed to accomplish assigned tasks.
- Must successfully pass a background check prior to hiring.

Preferred Qualifications

- Minimum of five years of full-time experience providing executive-level staff support with bookkeeping and administrative support.
- Minimum one-year of full-time bookkeeping experience with accounts payables, reconciliations and other financial reporting/record keeping.
- Experience using QuickBooks Desktop.
- Experience drafting meeting minutes.
- Experience using advanced functions in Word such as Mail Merge, Tables and Track Changes; and formulas in Excel.

License or Certification Requirement

- A valid Georgia Driver's License is required.

How to Apply:

- Send an email with your resume and cover letter attached to HR@gabar.org
- Please type "**CJCP ADMIN SPECIALIST**" as the subject line of the email
- Please make sure the cover letter explains your interest in the position, a summary of your work experience, your contact information, and at least three professional references.
- Deadline for applications: August 19, 2026, through August 31, 2026.

About the State Bar of Georgia: *The State Bar of Georgia, with offices in Atlanta, Savannah and Tifton, was established in 1964 by Georgia's Supreme Court as the successor to the voluntary Georgia Bar Association, founded in 1884. All lawyers licensed to practice in Georgia belong to the State Bar. Its more than 56,000 members work together to strengthen the constitutional promise of justice for all, promote principles of duty and public service among Georgia's lawyers, and administer a strict code of legal ethics.*

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