



Open date: 12/17/25 // Close date: 12/31/2025

(all interviews will be scheduled after Monday, January 5, 2026)

Background: Explore Gwinnett is Gwinnett County's official destination marketing organization and is dedicated to strengthening Gwinnett County's economy by marketing the county and its cities as an overnight destination for conventions, sporting events, meetings and leisure travel through group sales, destination marketing, social media and promotion.

The Explore Gwinnett umbrella encompasses the Gwinnett Sports Commission, the Gwinnett Film Commission and the EG team oversees Gwinnett County's arts + cultural grant program, the Gwinnett Creativity Fund.

Job position: Administrative Coordinator

This entry-level role is an elevated administrative position offering both administrative and marketing support to multiple departments (Administrative/Marketing). This role also oversees the Explore Gwinnett front office and serves as the primary "concierge" for all guests.

Reports to: COO

Overview

- Primary administrative assistant for Chief Operating Officer
- Explore Gwinnett website calendar of events – updates, maintenance, and partner communication
- Assistance with website listings, updates, images, job board, blogs
- Email database administration
- Visitor request fulfillment and distribution
- Office supplies, check requests, staff event coordination
- Managing all incoming phone call/email requests/inquiries
- Manage COO invoices, coordinate board and conference room usage
- Schedule internal staff events (meetings, employee celebrations, seasonal events)
- Oversee ambassador scheduling and support (volunteer program)
- Other duties as assigned

What are we looking for: College degree preferred. Excellent Office Suite skills, as well as familiarity or expertise in email databases, CANVA and other marketing platforms a plus. Experience, familiarity and passion for the hospitality industry a major plus.

Someone who always goes the extra mile, possesses innate emotional intelligence and most importantly, a curious, winning personality and strong work ethic that's a good fit for our diverse, committed, professional and award-winning team.

What We Offer:

- Salary range of \$50,000-\$54,000 annually
- Fully Benefited position after 90 days of employment
- Excellent work/life balance, with a family-friendly atmosphere
- Hybrid schedule – all team members are in office 4 days/week, with one day WFH (37-hour work week)