

ADMINISTRATIVE SUPPORT SPECIALIST



Location: Orlando, FL / Hybrid

Employment Type: Contractor (20 hours/week)

Reports To: President

Hourly Wage Range: \$20 to \$22

A Gift for Teaching (AGFT) is Central Florida's primary source of free school supplies for teachers and the students who need them most. We serve public schools in Orange and Osceola counties by providing educators with essential learning tools—completely free—so every student can thrive in the classroom. Rooted in compassion and community, AGFT continues to grow and evolve to meet the changing needs of local schools. Through innovative programs and strong partnerships, we're expanding our reach to support even more educators, students, and schools in underserved neighborhoods. Learn more at www.AGiftForTeaching.org.

POSITION OVERVIEW

This Administrative Support Specialist provides critical, high-confidentiality support by managing daily office operations, assisting the Company PEO (Professional Employer Organization) with HR compliance, and facilitating accounting tasks for the accountant contractor. Key responsibilities include AP/AR coordination, benefits administration, employee onboarding, and maintaining accurate records, requiring proficiency in Microsoft Office, QuickBooks, and CRM systems. This position reports directly to the President, or the Executive Assistant.

KEY RESPONSIBILITIES

HR Support & PEO Liaison:

- Act as the primary liaison between company staff and the PEO for benefits, and HR matters
- Manage onboarding and offboarding procedures (I-9 verification, benefits enrollment, background checks)
- Maintain personnel records and ensure compliance with company policies and legal regulations
- Assist with preparing annual benefit enrollment data; and coordination of the annual employee evaluation process

Accounting & Bookkeeping Assistance:

- Assist the accountant contractor with accounts payable (AP) and accounts receivable (AR)
- Perform basic bookkeeping using QuickBooks, including coding invoices and expense tracking
- Reconcile monthly credit card statements for review
- Monitor company expenditures and assist with vendor management

General Administrative Support:

- Maintain, organize, and archive physical and digital files
- Perform routine product donor data entry into CRM Systems
- Order and maintain office supplies and equipment
- Providing backup support to other departments and teams when necessary

WHAT WE'RE LOOKING FOR

Qualifications & Skills

- **Experience:** Proven experience in an administrative role with experience in HR and accounting practices
- **Software Proficiency:** Experience with QuickBooks (or similar accounting software); MS Office Suite (Word, Excel, Outlook) and CRM Systems
- **Knowledge:** Familiarity with basic HR concepts, and accounting principles
- **Skills:** High level of discretion handling confidential information; strong organizational, multitasking, and communication skills
- **Education:** High school diploma required; associate or bachelor's degree in business or accounting preferred

Key Performance Areas

- Accuracy in data entry (accounting/donor data entry)
- Compliance with regulatory guidelines
- Timeliness in processing deliverables for the accountant/PEO

WHY JOIN AGFT?

When you join our team, you're not just starting a job—you're becoming part of a mission-driven community that's passionate about making a real difference in local classrooms. Here's what you can expect when you work with us:

- **A meaningful mission.** Every role at AGFT directly supports teachers and helps students in under-resourced schools thrive.
- **A collaborative culture.** You'll join a supportive, creative team that values teamwork, innovation, and shared success.
- **A fun, purpose-filled workplace.** We bring energy and joy into everything we do.

HOW TO APPLY

Please send your resume and a brief cover letter outlining your interest in the role and your salary requirements to Kathy Brooks at kathyb@agiftforteaching.org

Equal Employment Opportunity A Gift for Teaching does not discriminate on the basis of race, creed, color, religious belief, gender, sexual orientation, age, national origin, ancestry, veteran status, physical or mental disability or any other protected status in admission or access to, or employment in its programs and activities.

Americans with Disabilities Act Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.