



Position Title:	Administrative Assistant
Department:	Member Services
Reports To:	Director of Membership, Outreach and Analytics
Location:	Montclair
Exemption:	Non-Exempt

Job Summary

The Administrative Assistant provides administrative and clerical support to the Director of Membership, Outreach and Analytics creates and edits presentations, calendar management

Essential Duties and Responsibilities

- An exemplary communicator. Detail and follow-up skills are a must
- Acts as a liaison between on-site management/ business associates/vendors and contractors
- Technologically savvy
- Prepare reports, write letters, research information and compose correspondence independently and at the instruction of the **Director of Membership, Outreach and Analytics**
- Extreme attention to detail & a high level of accuracy
- Maintains expense reports, vendor invoices, Purchase Orders, etc.
- Ability to deal with issues and situations that may arise and maintain a professional demeanor at all times
- The ability to take notes in meetings and prepare memorandums
- Ability to manage travel schedule
- Ability to manage multiple calendars, including scheduling meetings across multiple locations.
- Excellent Time management skills; extremely dependable and reliable
- Calendar management
- Meeting scheduling: preparing materials, taking meeting minutes, coordinating catering
- Travel arrangements
- Creating and editing reports and presentations
- Correspond to volunteers, staff, and vendors on behalf of the Director of Membership, Outreach and Analytics
- Strong ability to maintain a list of assigned tasks. Must be able to prioritize and readily communicate their current status.
- Other projects as assigned

Skill, Experience & Education

- 3-5 years in an administrative role.
- Strong Microsoft Office skills, including Excel, Word, Outlook, Publisher and PowerPoint
- Maintaining multiple calendars, scheduling appointments/meetings, and sending reminders.
- Creating memos and other correspondence.
- Compiling data and creating reports, charts, etc.
- Preparing projects for presentation
- Excellent communication skills (both written and oral)

Additional Organizational Requirements

- Subscribe to the principles of the Girl Scout Movement.
- Possess a positive attitude with strong work ethic, integrity and honesty.
- Must be flexible, adaptable and willing to thrive in an ever changing/fast-paced environment.
- Develop and maintain sensitivity to employee diversity in the work place.
- Behave in ways that demonstrate respectful treatment of other employees, volunteers and girls.
- Practice pluralism and be inclusive with the services provided.

Please submit a cover letter and resume to LBranch@girlscoutsla.org. Thank you.