



**Development**

<b>Position Title:</b>	<b>Administrative Assistant</b>
<b>Department:</b>	<b>Member Services</b>
<b>Reports To:</b>	<b>Director, Membership Recruitment &amp; Analytics &amp; Director, Membership Retention &amp; Volunteer</b>
<b>Location:</b>	<b>Montclair/Upland</b>
<b>Exemption:</b>	<b>Non-Exempt</b>
<b>Date:</b>	<b>August 2016</b>

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### **Job Summary**

Performs administrative and office support activities for multiple (2) Directors. Duties may include fielding telephone calls, word processing, creating spreadsheets and presentations, and filing.

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### **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
- 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
- Ability to empathize with volunteer needs and maintain council policies at the same time
- Correspond to volunteers, staff, and vendors on behalf of the Director
- 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)
- High school diploma or equivalent

**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 resume to Lara Branch at [LBranch@girlscoutsla.org](mailto:LBranch@girlscoutsla.org) with “Admin Assistant position” in the subject line.