



## Position Description

Position Title:	Administrative Assistant
Department:	Program
Reports To:	Director, Programs & Community Engagement
Location:	Woodland Hills, CA
Exemption:	Non-Exempt
Date:	6/6/16

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### Job Summary

The Administrative Assistant (AA) provides assistant to the Director, Programs & Community Engagement and supports the Program Department. The AA provides supports and promotes the overall Mission Delivery vision to other council staff, volunteers and key stakeholders: “To grow and sustain membership through volunteer delivery of the Girl Scout Leadership Experience by using the National Program Portfolio”.

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### Essential Duties and Responsibilities

- To provide courteous, consistent, professional and knowledgeable customer service.
- Answer phones, assist callers or direct calls.
- Manage Director’s calendar, set meetings.
- Manage Director’s reports; mileage, expense, credit card, conference calls.
- Run reports in Personify.
- Able to multi-task and meet short deadlines.
- Assist staff in the design, execution and evaluation of programs that are tied to the 15 National Girl Scout Leadership Outcomes.
- Assist staff in design and maintenance of databases and other evaluation tools as assigned including Qualtrics, Survey Monkey and Excel.
- Understand the major accountabilities by functional area within Mission Delivery and work collaboratively with the MDM Team to support enhance and promote Mission Delivery objectives and initiatives.
- Be prepared to provide critical information on all pathways, program focus areas and vital aspects of GSGLA’s mission delivery approach to Girl Scouting for girls and adults.
- Knowledgeable of GSGLA annual goals, priorities and Mission Delivery strategic priorities.
- Understand and support GSGLA Employee, Member Services, Registration and Program policies and offerings, as well as GSUSA policies and standards.
- Interact positively, professionally and proactively with staff, girls and volunteers.
- Demonstrate commitment to the GSGLA organizational values of Integrity, Commitment to Excellence and Shared Accountability and guide staff to do same.
- Involvement in the planning and implementation of large Council events.
- Assist in the collection of health forms for summer camp.
- Collect and provide reporting on Costing Tools.
- Provide updates on Program events within GSGLA website.
- Set agendas and take minutes for departmental meetings.
- Serve on various program committees
- Update website
- 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
- Ability to maintain multiple calendars, scheduling appointments/meetings, and sending reminders.
- Ability to create memos and other correspondence.
- Ability to compiling data and creating reports, charts, etc.
- Ability to prepare projects for presentation
- Excellent communication skills (both written and oral)
- High School Diploma/GED

To apply please send your resume to Anne Marie Hand at [AMHand@girlscoutsla.org](mailto:AMHand@girlscoutsla.org) with “Administrative Assistant” in the subject line.