

Girls Scouts of Greater Los Angeles
POSITION DESCRIPTION

Position Title: Executive Assistant to CMDO

Position Status: Non-Exempt

Department: Mission Delivery

Location: Headquarters Downtown LA

Reports to: Chief Mission Delivery Officer (CMDO)

POSITION SUMMARY

The Executive Assistant (EA) is responsible for the executive management associated with the Chief Mission Delivery Officer (CMDO) and the office of the CMDO. The EA provides support and promotes the overall Mission Delivery vision to the executive leadership and senior management teams, council staff, volunteers and key stakeholders.

MAJOR ACCOUNTABILITIES – Mission Delivery

- Understand the major accountabilities by functional area within Mission Delivery and work collaboratively with the mission delivery team to support enhance and promote mission delivery objectives and initiatives.
- Be prepared to provide critical information on all aspects of Mission Delivery areas and vital aspects of GSGLA's mission delivery approach to Girl Scouting for girls and adults
- Schedule and attend meetings for the CMDO, Mission Delivery teams, and volunteer committees as relevant. Set up meeting room, compile, and record and distribute notes, minutes and reports from meetings.
- Manage the office of the CMDO by coordinating projects, maintaining files, coordinating contracts, scheduling and preparing for appointments, and compiling mileage, expense and credit card reports in a manner that ensures that no major oversights occur.
- Organize and ensure timely distribution of monthly and end-of-year management reports.
- Produce information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Maintain CMDO's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel. Serve as a liaison between Mission Delivery Staff and CMDO.
- Assist in the planning and execution of large council events.
- Provide professional, courteous, and knowledgeable customer service that resolves concerns by offering creative solution in a timely manner.
- Interact positively, professionally and proactively with staff, girls and volunteers.
- Maintains confidentiality and protects operations by keeping information confidential

- Demonstrate commitment to GSGLA's values of integrity, commitment to excellence and shared accountability.
- Assist fellow Executive Assistants with projects when time allows.
- Perform any other duties as assigned by the CMDO

SKILLS, EXPERIENCE & QUALIFICATIONS

- High personal motivation, self-management and detail orientation; ability to take responsibility in meeting deadlines and making progress while maintaining a high level of accuracy.
- 3-5 years of administrative assistant experience required.
- Excellent customer service skills.
- Ability to handle multiple tasks and remain calm and polite under pressure
- Strong general office skills.
- Excellent follow through.
- Flexible work schedule with some seasonal weekend work.
- Excellent written and oral communication skills, with the ability to communicate clearly.
- Proficiency with Microsoft Office, databases, e-mail, and Internet applications, essential.
- Valid California drivers license, vehicle in working condition, proof of insurance, or the ability to fulfill timely and extensive travel requirements across widespread regional geography.
- Able to pass a criminal background check.

EDUCATION

- Bachelor degree preferred. Significant equivalent career experience may be considered in lieu of degree.

ESSENTIAL DUTIES/REQUIREMENTS OF THE POSITION

- Able to lift and carry 25 lbs.

To apply please send resume to careers@girlscoutsla.org
with "Executive Assistant to CMDO" in the subject line.

Sorry, no calls or walk-ins please

