

GIRL SCOUTS OF EASTERN MASSACHUSETTS

POSITION DESCRIPTION

Position Title: Administrative Assistant, Program

Reports to: Program Director

Position Grade: 10

Position Summary

The Administrative Assistant, Program is responsible to provide direct support to the Program Director by completing administrative, business support and other duties as assigned.

Key Responsibilities

1. Performs clerical, secretarial services and prepare statistical reports regarding program opportunities and support systems that meet the needs of the girls and support the adults delivering programs to girls throughout the council's jurisdiction.
2. Coordinates the reservations/enrollment paperwork and site/location reservations for program events.
3. Maintains files and assists in tracking items for the capital and operating budgets.
4. Provides professional, quality customer service to members, volunteers, staff, and other community contacts.
5. Collaborates with the Director of Community Collaborations in providing the program calendar.
6. Provides support to the coordination, development and implementation of council-wide program events.
7. Sends confirmations and ensures the proper insurance and qualified people are scheduled for program activities.
8. Provides administrative support for task groups working on program development, outcomes studies, and program events.
9. Performs other duties as assigned.

Skills and Qualifications

- Five years previous office experience in an administrative position preferred.
- Proficient in the use of Microsoft Windows and Office software, a calculator and a copier .
- Ability to organize and prioritize job demands in a continually changing work environment.
- Ability to work independently and with limited supervision.
- Self-motivated and willing to learn new skills.
- Ability to effectively identify, analyze and solve problems.
- Ability to communicate clearly orally and in writing.
- Ability to handle high volume tasks (e.g. telephone calls and computer work).
- Continual attention to detail in composing, typing and proofing materials.