

GIRL SCOUTS OF EASTERN MASSACHUSETTS

POSITION DESCRIPTION

Position Title: Administrative Assistant to Regional Director, Membership Services

Reports to: Regional Director

Position Grade: 10

Position Summary

Under the direction of the Regional Membership Director, this position provides administrative and secretarial support for the Regional Director and the Membership staff. In addition to typing, filing, scheduling, performs other duties such as special projects. Answers non-routine correspondence and may handle highly confidential and sensitive information.

Key Responsibilities

1. Types and designs general correspondences, memos, charts, etc. Proofreads copy for spelling, grammar and layout. Responsible for accuracy and clarity of final copy.
2. Schedules and organizes activities such as meetings, conferences and department activities for the region.
3. Establishes, develops, maintains and updates filing system for the Regional Membership Services Director.
4. Organizes and prioritizes large volumes of information and calls.
5. Drafts written responses or replies by phone or e-mail when directed. Responds to regularly occurring requests for information.
6. Answers phones and takes messages, answers all routine and non-routine questions.
7. Acts as a liaison with other departments and outside agencies. Handles confidential and non-routine information and explains policies when necessary.
8. Works independently or within a team on special or ongoing projects.
9. Coordinates updates and communicates appointments and meeting schedules for the Regional Membership Services Director.
10. Attends meetings and records minutes, as directed.
11. 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 maintain a high degree of confidentiality.
- 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 work with individuals of diverse backgrounds and ages.
- Ability to handle high volume tasks (e.g. telephone calls and computer work).
- Capability to edit work for spelling and grammar and present numerical data effectively.
- Ability to read and interpret written information.
- Skill in planning and organizing work activities and using time effectively.