



Recruitment Administrative Assistant

Imagine joining a group of individuals – each with their own unique skills and passions, but united by a common purpose. Imagine yourself at Girl Scouts!

Our Mission. Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

Girl Scouts of California's Central Coast (GSCCC) is chartered by Girl Scouts of the USA to provide Girl Scouting in the counties of Santa Cruz, Monterey, San Benito, San Luis Obispo, Santa Barbara, and Ventura Counties.

Girl Scouts of California's Central Coast is seeking career professionals committed to making a difference. Working with Girl Scouts – an organization with a solid history and a growing future – means working to your fullest potential in a dynamic and diverse environment.

Title: Recruitment Administrative Assistant
FLSA Status: Non-Exempt – Full Time
Salary Range: \$18.00 -\$21.00 per hour
Department: Membership
Reports to: Director of Recruitment

General Summary:

The Recruitment Administrative Assistant works with the Director of Recruitment to primarily provide administrative, clerical, coordination, process building and planning support to ensure the efficient operation of the Recruitment Department.

Essential Job Responsibilities:

- Assist with implementation and management of marketing plan to secure events throughout our council.
- Flyer the community for events, promotions, etc.

- Assist with clerical duties such as data entry, customer service (including cases), and report preparation as assigned and needed. Audit of leads, pipeline, and prospect.
- Develop, implement, and promote parts of the Girl Scout Leadership Experience as assigned.
- Support in updating Outlook calendars/recruitment calendars.
- Serves as registration support for all recruitment initiatives.
- Collect notes from Membership Department on all GSUSA webinars and other meetings and trainings weekly to provide to the Director of Recruitment
- Assist with hosting recruitment events, starter troop and other recruitment initiatives.
- Special projects for membership
- Call campaigns for schools, events. Etc.
- Create sign-up genius for all events.
- Send email reminders for starter troop and daisy buddies.
- Send emails to families about volunteer opportunities and events.
- Create and manage campaigns.
- Create and manage our email templates.
- Data integrating clean-up.
- Participate in team meetings.
- Order and organize supplies.
- Support council events
- Other duties as assigned.

Qualifications:

- 1-3 years of equivalent related work in office or program administration
- Demonstrated ability to maintain confidentiality
- Ability to manage a multi-project workload; exercise initiative and meet deadlines
- Excellent interpersonal skills required; ability to interact with girls, staff, volunteers, and parents in a professional manner.
- Excellent verbal and written communication skills
- Demonstrated ability to prepare and organize information
- Able to lift up to 25 pounds.
- Previous experience with children is preferred.
- High level proficiency with Microsoft Office Suite
- Experience with Salesforce and other database software preferred
- Work schedule will occasionally include evenings and weekends

Cultural Competencies:

Girl Scouts of California's Central Coast is committed to a culture that fosters a workplace that is open and inviting to our staff and members. We at Girl Scouts of California's Central Coast live by the following Guiding Principles. Specific skills and

competencies related to each of our Guiding Principles is in a separate “Cultural Competencies” document. We expect all members of our staff to embody and develop these competencies.

- **Communicate with compassion:** be open, honest, respectful, clear, direct, and timely.
- **Innovate through change:** be proactive, agile, and responsive.
- **Work with purpose:** be intentional and visionary.
- **Embrace our community:** be supportive, empathetic, collaborative, and appreciative.
- **Be accountable:** own it.
- **Make each day FUNomenal:** we can do it!

Skill Set Requirements:

- Must be able to attend mandatory training and staff meetings as scheduled.
- Ability to manage to make continuous business changes and improvements, and document.
- Ability to be a motivator, resourceful self-starter, and detail-oriented
- Adaptability to solve problems in a tactful and diplomatic manner.
- Adaptability to being an enthusiastic, professional and self-motivating, with a ‘can-do’ attitude’ team player.
- Ability to maintain a professional appearance and demeanor.
- Ability to work more than assigned work schedule occasionally.
- Ability to sit and work on a computer display for extended periods.
- Adaptability to embrace the Girl Scout Promise and Law.
- Adaptability to be a Go-Getter, an Innovator, a Risk-Taker, and a Leader.
- Ability to work a flexible schedule, including evenings and weekends. Some overnight travel may be required.
- Ability to have daily access to reliable personal transportation for work.

JOB DESCRIPTION ACKNOWLEDGEMENT

- The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Supervisor / Manager Signature

Date

ACKNOWLEDGED: Employee Signature

Date