

# **Administrative Assistant II**

## **Job Description**

<b>Title:</b>	<b>Administrative Assistant II</b>
<b>Grade:</b>	2
<b>FLSA Status:</b>	Non-Exempt
<b>Revision Date:</b>	January 2025
<b>Department:</b>	Camp Arnaz
<b>Reports to:</b>	Sr. Director of Mission Delivery

### **Salary Range:**

- **Minimum:** \$23.00
- **Midpoint:** \$24.50
- **Maximum:** \$26.00

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### **General Summary:**

The Administrative Assistant II provides administrative, clerical, and coordination support for GSCCC operations and programs. This role includes managing schedules, handling correspondence, and supporting special events and programs. The Administrative Assistant II ensures smooth operations by anticipating needs, solving problems, and collaborating with staff and volunteers, fostering an inclusive and welcoming environment for all participants.

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### **Essential Job Responsibilities:**

#### **Administrative Support:**

- Perform clerical duties such as typing, filing, ordering supplies, copying, and customer service (including case management).
- Prepare presentations, reports, and correspondence with a focus on clarity and professionalism.
- Coordinate and manage complex team schedules, ensuring timely communication and updates.
- Supporting management with any administrative needs.

**Program and Event Coordination:**

- Assist in planning, organizing, and executing GSCCC programs, events, and special activities.
- Provide registration support for all programs and activities.
- Collaborate with the marketing team to implement promotional strategies that drive attendance and engagement.
- Serve as a key contributor to the transition from DoubleKnot to gsEvents systems.

**Communication and Problem-Solving:**

- Act as a liaison between program staff, volunteers, and community partners, ensuring consistent and inclusive communication.
- Anticipate problems, suggest solutions, and support conflict resolution efforts.
- Collect and organize notes from GSUSA webinars, meetings, and trainings to share with the Executive Assistant to the CEO.

**Leadership and Confidentiality:**

- Mentor junior assistants, providing guidance and support to foster professional growth.
  - Ensure privacy and confidentiality in managing sensitive information and legal documents.
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**Qualifications:****Education and Experience:**

- 1-3 years of equivalent related work experience in office or program administration.
- Demonstrated ability to maintain confidentiality in handling sensitive information.
- Experience with Microsoft Office Suite, including advanced proficiency in Word, Excel, and PowerPoint.
- Familiarity with Salesforce or similar database software is preferred.

**Skills and Abilities:**

- Strong organizational and project management skills, with the ability to prioritize and multitask effectively.
  - Excellent verbal and written communication skills.
  - Ability to interact professionally with girls, staff, volunteers, and parents in a variety of settings.
  - High attention to detail, initiative, and problem-solving abilities.
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**Cultural Competencies:**

GSCCC is committed to fostering a diverse, equitable, and inclusive workplace. Staff are expected to:

- **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 of diversity.
  - **Be Accountable:** Own it.
  - **Make Each Day FUNomenal:** We can do it!
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### **Skill Set Requirements:**

- Flexibility to occasionally work more than assigned schedules, including evenings and weekends.
  - Word, Excel, PowerPoint, Visio,
  - Trello experience a plus
  - Ability to travel in a car as a driver or passenger for extended periods.
  - Ability to lift, push, or pull up to 25 lbs., including event materials and supplies.
  - Strong adaptability, enthusiasm, and a “*can-do*” attitude.
  - Maintain membership with Girl Scouts USA.
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### **Commitment to Diversity, Equity, Inclusion, and Accessibility:**

GSCCC is an Equal Opportunity Employer committed to building a diverse and inclusive workplace. We encourage individuals of all backgrounds to apply and provide reasonable accommodations during the application process and employment. If you need assistance or accommodation, please contact us.

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### **Location:**

Ventura County

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**The statements herein describe the general nature and level of work performed but are not a complete list of responsibilities, duties, and skills required. This job description does not establish a contract for employment and is subject to change at the discretion of the employer. Employment is at-will.**