



Administrative Assistant to the CEO

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!

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:	Administrative Assistant to the CEO
FLSA Status:	Non- Exempt
Pay Range	Pay Range: \$35 to \$37 per Hour DOE
Revision Date:	November 17, 2025
Department:	General Management
Reports to:	Chief Executive Officer

Position Summary

The Administrative Assistant provides high-level administrative support to the Chief Executive Officer (CEO) and serves as the central coordinator for all grant-related calendaring, communications, deadlines, and reporting. This position ensures timely and accurate execution of grant applications, letters of interest, progress reports, expenditure tracking, and closeout requirements. This role also supports Mission Delivery with administrative preparation and coordination for special events, program visibility opportunities, and donor/grantor stewardship activities. The ideal candidate is proactive, detail-oriented, and skilled at managing complex timelines and confidential information. They anticipate needs, maintain excellent communication, and help drive organizational priorities forward with accuracy and professionalism.

Essential Duties & Responsibilities

CEO Administrative Support

- Manage the CEO's calendar, appointments, meetings, and travel arrangements.
- Prepare agendas, pre-reads, meeting packets, and follow-up action items for internal and external meetings.
- Draft, edit, and proofread professional correspondence, announcements, reports, presentations, and documents.
- Assist with Executive Team and Leadership Team meetings, including note-taking and distribution of follow-up items.
- Maintain organized digital filing systems and protect secure and confidential information.
- Serve as a primary administrative partner for CEO-driven initiatives and cross-departmental projects.

Grant Coordination & Calendaring

- Maintain a comprehensive grants calendar including deadlines for letters of interest, applications, supporting documents, interim reports, expenditures, compliance requirements, and final reports.
- Track progress of all grant tasks across departments and send proactive reminders to ensure deadlines are never missed.
- Assist with data gathering, demographic research, membership numbers, and county-level information needed for proposals.
- Coordinate with Marketing, Mission Delivery, and Finance to ensure grants are accurately represented, properly documented, and fully compliant with reporting expectations.
- Manage grant data entry and reporting using Virtuous CRM and other software systems.
- Maintain grant tracking spreadsheets, funding documentation, and financial/statistical updates.

Donor & Grantor Relations

- Serve as a professional point of contact for donors and grantors, coordinating communication and scheduling meetings on behalf of the CEO.
- Draft and send acknowledgment letters, thank-you messages, stewardship updates, and annual reports.
- Maintain accurate donor and grantor information, activity histories, and stewardship tasks in Virtuous CRM.
- Coordinate donor and funder meetings, site visits, calls, and follow-up communications.
- Support donor outreach, engagement materials, and impact updates tied to grant-funded or donor-supported programs.
- Ensure deadlines for grantor reporting are met with excellence, accuracy, and professionalism.

Cross-Department Collaboration

- Partner with Marketing to prepare newsletters, web content, and updates that highlight grant-funded programs and donor-supported initiatives.
- Work with Mission Delivery to gather program data, track outcomes, and meet reporting requirements tied to grants.

- Support the CEO with cross-functional administrative requests requiring coordination between departments.

Special Event Support (in partnership with Mission Delivery)

- Provide administrative and logistical support for GSCCC special events, donor gatherings, program celebrations, and community engagement activities.
- Assist with scheduling, logistics, invitations, registrations, run-of-show documents, onsite support, and post-event follow-ups.
- Coordinate event communication and documentation including agendas, attendee lists, thank-you notes, and tracking of post-event action items.

General Administrative Support

- Create, prepare, and distribute correspondence, reports, spreadsheets, and presentations.
- Answer calls, schedule meetings, and maintain communication workflows for the CEO's office.
- Assist with data entry, filing, documentation, and project tracking.
- Execute administrative tasks as assigned to support smooth operation of the CEO's office and organizational priorities.

Qualifications

- Bachelor's degree in Business, Organizational Development, Public Administration, Communications, or related field OR minimum three years of progressively responsible administrative support experience, preferably in a nonprofit setting.
- Experience supporting executive leadership strongly preferred.
- Prior experience with grants, donor communications, or fund development support strongly preferred.
- Demonstrated organizational, time management, analytical, and problem-solving skills with exceptional attention to detail.
- Strong proficiency in MS Office Suite, databases, and virtual meeting platforms; experience with Virtuous CRM a plus.
- Excellent oral and written communication skills, including editing and professional formatting.
- Ability to manage confidential and highly sensitive information with discretion.
- Self-motivated, resourceful, and capable of anticipating needs and working independently.

Cultural Competencies

Girl Scouts of California's Central Coast expects all team members to embody and develop these competencies in alignment with our Guiding Principles:

- Communicate with compassion: open, honest, respectful, clear, timely.
- Innovate through change: proactive, agile, responsive.
- Work with purpose: intentional and visionary.
- Embrace our community: supportive, empathetic, collaborative, appreciative.
- Be accountable: own your work and commitments.
- Make each day FUNomenal: positive team energy.

Requirements

- Ability to work 37.5 hours per week, with occasional evenings or weekends based on CEO schedule or grant deadlines.
- Daily access to reliable transportation within our six-county footprint.
- Ability to travel by car as a driver or passenger for extended periods.
- Ability to lift, push, and/or pull up to 25 pounds.
- Ability to stand, bend, walk, or sit at a computer for extended periods.
- Successful completion of a criminal background check.
- Active membership with Girl Scouts of the USA (upon hire).

Location(s): Ventura

To Apply:

If your work experience matches the qualifications for this position, please send your resume and your cover letter by emailing **careers@girlscoutsccc.org** along with a description of why you feel you are the best fit for this position. The subject line of the email should read **[Title of the position] – [your name]**.

The statements herein are intended to describe the general nature and level of work performed by employees but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

GSCCC is an Equal Opportunity Employer committed to diversity.

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**