



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:	Administrative Assistant
FLSA Status:	Non-Exempt
Revision Date:	July 2022
Department:	General Management
Reports to:	Executive Assistant to the CEO

Position Summary

The Administrative Assistant is responsible for providing administrative and clerical support to several departments with a focus on Grants. This includes grant management, database management and reporting, grant activation activities, data collection, communications and being the go-to member of the team who proactively anticipates needs and stays ahead of project timelines. The overall objective and driving force for this position is to provide the highest level of support for all departments that are involved in Grants.

Essential Job Functions:

- Grant management to ensure proper paperwork filling and tracking, return of grant contracts, distribution of grant information and effective communication to all departments in which the grant is supporting.
- Works closely with the Director of Marketing to execute all grant information, newsletter content, website information, and other projects as assigned.
- Works closely with the Director of Mission Delivery and Director of Camp Programs to execute all grant information, proper data collection, and other projects as assigned.
- Works closely with the Chief Financial Officer to execute all grant information, proper collection and entry of grant expenditures, and other projects as assigned.
- Researching new and ongoing grants. Nurturing relationships within our six counties to gather information on city, county, state grants that we may qualify for.
- Assist the CEO in gathering proper data for grants – researching demographics, membership numbers, information on our six counties
- Calendaring of grants – to include deadline dates for letters of interest, grants applications, progress reports, and final reports – to make sure to date is missed
- Data entry and reporting utilizing Virtuoso CRM and other database systems.
- Compiling and updating grant related financial spreadsheets and statistics.
- Administrative duties such as creating and preparing correspondence, meeting documents, and making calls to schedule meetings, etc.
- Supporting all Department initiatives for overall achievement of goals and objectives and executing all other duties as assigned.
- Other tasks as assigned

Qualifications:

- Bachelor Degree in Business Management, Organizational Development, or Public Administration or a minimum of three years of progressively responsible hands-on experience in business administrative support role, preferably in the non-profit industry.
- Prior experience working with Grants is preferred.
- Demonstrated organizational and time management skills, strong analytical and problem-solving abilities - excellent judgment, professionalism, diplomacy and discretion.
- Proven technical skills coordinating video and audio software, maintaining databases, and an advance-level of MS Office Suite.
- Proven capabilities in managing complex and highly confidential information for an organization.
- Proven advance-level skills and experience in preparing minutes, reports, documents, and presentations for a governing board and various an organizations' committees or workgroups.
- Proven strong interpersonal skills and demonstrated strong oral and written communication skills.

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 team 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 Requirements:

- Must be able to work 37.5 regular hours per workweek and have the flexibility to work occasionally more than the scheduled work hours.
- Ability to manage to make continuous business changes and improvements, and document.
- Ability to be a motivator, a resourceful self-starter, and detail-oriented.
- Adaptability to solve problems in a tactful and diplomatic manner.
- Ability to sit and work on a computer display for extended periods.
- Ability to have daily access to reliable personal transportation for work.
- Ability to travel in a car as a driver or a passenger for an extended period.
- Ability to lift, push and/or pull up to 25 pounds.
- Ability to stand, bend, walk or squat for an extended period.
- Adaptability to being an enthusiastic, professional and self-motivating, with a 'can-do' attitude' team player.
- Adaptability to be an ambassador when delivering the Girl Scout message and supports the diversity of the members of the Council and any new and existing funding opportunities.
- Adaptability of embracing the Girl Scout Promise and Law.
- Knowledgeable of planning, conducting, and working directly with youth.
- Knowledgeable in supporting a serving organization that focuses on youth girl enrichment.

Location(s):

To Apply:

If your work experience matches the qualifications for this position, please send your resume and your cover letter by emailing **careers@girlscoutsgccc.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.