



Executive 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!

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:	Executive Assistant to the CEO
FLSA Status:	Non- Exempt
Pay Range	Pay Range: \$27 to \$30
Revision Date:	December 2023
Department:	General Management
Reports to:	Chief Executive Officer

Position Summary:

The Executive Assistant will work with our Chief-level executives at GSCCC and undertake administrative functions to ensure that the business, operations, and office management are performed effectively and efficiently. The Executive Assistant will be trusted with complex duties needed to complete business goals, projects, and initiatives for effective business operations. They will provide organizational and operational support in the development and execution of a variety of projects, events, and meetings. In addition, they will provide high-level administrative support to GSCCC executives by conducting research, preparing reports, handling information requests and performing

clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings for executives.

Essential Job Functions and Responsibilities:

Administrative Support

- Coordinate work schedule and logistics for the Executives with managing their calendars, phone calls, travel arrangements, filing, event scheduling and other participation scheduling.
- Maintain effective and efficient document filing and mail system process for the organization, in a timely processing and handling.
- Reconcile credit card statements & track expenses for budgeting purposes in a timely manner for the executive team.
- Maintains confidence and protects business operations by keeping information confidential. Assure that the information obtained from the executives is maintained secured and kept confidential.
- Schedule and plan in advance for all upcoming meetings, conference calls and other council events with minimal supervision in order to fully prepare the Executives. Prepares and manages Executive Team, Leadership Team, and/or staff's communications and meetings by scheduling, preparing agendas, prepare meeting minutes and refreshments, if necessary.
- Coordinates and facilitates virtual meeting logistics including the set up and administration of video and audio software for an Executive meeting.
- Prepare, create, edit and/or proofread professional communication pieces for Executives including memos, emails, and letters, announcements, agenda topics and presentations.
- Ensure all communications from both internal and external audiences to the Executives are administered appropriately and with a sense of urgency, professionalism and sensitivity.
- Develops and coordinates council sponsored events for the Executive Team, including annual meeting, awards ceremonies and appreciation events. Manage event specific organizational tools such as event timelines, contact lists, on-site schedules and day-of logistics. Coordinate with other departments and constituents to meet event deliverables.
- Submit GSCCC documentation to GSUSA in a timely manner.
- Participate in GSCCC's Annual Cookie Program and member recruitment events as needed throughout the community.
- Perform general administrative and other duties as assigned.
- Welcomes guests, members, donors and vendors professionally by greeting them, in-person, via phone, or via email - answering or directing inquiries with a sense of urgency.

- Maintain an inventory, restocking practices, and order confirmation of the organizations office supply needs and demands. Practice standard accounting and purchase order documentation and procedures.

Governance Board Liaison

- As directed by the CEO or the Board Chair, provide staff support to the Board of Directors and all board committees including scheduling meetings; coordinating, preparing and executing board mailings or mailings to other committees; taking and distributing notes of meetings, following up by phone with board members as necessary.
- Create and maintain schedules, cycles and deadlines for the governance of the council to assure that objectives are met in a timely and effective manner.
- Take minute's at all Board of Directors and Annual Meetings and preparing drafts for submission to the Board Secretary and Committee Chairs, making any necessary revisions and maintaining a permanent file of board minutes along with any backup material for each board meeting.
- Serve as lead staff member in organizing Annual Meeting, and National Convention (every 3 years) including event planning, hotel liaison, logistics, invitation preparation/mailing/tracking responses, volunteer coordination and working with senior team to ensure cross department functionality and understanding.
- Support efforts for new board member orientation, including scheduling, preparation of materials, etc. Maintain and revise rosters for the Board and its committees as information is received and support development activities of the board and CEO to achieve Council goals and objectives
- Other duties assigned.

Position Qualifications:

- Bachelor Degree in Business Management, Organizational Development, or Public Administration or a minimum of five years of progressively responsible hands-on experience in business administrative support role, preferably in the non-profit industry.
- Three to five years of experience in event management experience.
- 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.

GSCCC 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 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!

Requirements:

- Ability to regularly work more than 40 hours a week; ability to work a flexible schedule, including evenings and weekends. Some overnight travel is required.
- Ability to have daily access to reliable personal transportation for work.
- Ability to travel in a car as a driver or a passenger for long periods.
- Ability to lift, push or pull up to 25 lbs., including lifting that weight in and out of a vehicle truck and similar tasks.
- Ability to stand for extended periods of time, bend and squat, and to walk over rough ground.
- Ability to sit and work at a computer display for extended periods.
- Must successfully complete a criminal history background check.
- Maintain throughout employment a valid CA driver's license and insured vehicle in good working order. Must provide a DMV printout and proof of insurance.
- Maintain membership with the Girl Scouts of the USA.

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@girlscoutscsc.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

