



Program Administrative Coordinator

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:	Program Administrative Coordinator
FLSA Status:	Non-Exempt – Full Time
Department:	Program
Reports to:	Executive Assistant

General Summary:

The Program Administrative Coordinator works with the various Program Departments to primarily provide coordination, marketing, sales, administrative, and planning support to ensure the efficient operation of the Program Department.

Essential Job Responsibilities:

- Tasked with implementation and management of marketing plan to increase attendance in programs
- Responsible for maintaining updated Program information for website, Reservation software, social media sites, and calendars
- Responsible for all administrative duties such as data entry, customer service (including cases), and report preparation as assigned and needed

- Develop, implement, and promote parts of the Girl Scout Leadership Experience as assigned
- Supports Fund Development Department by tracking and reporting data as needed for grants.
- Support in ordering Program supplies as requested
- Assists in finding program partnerships, locations to hold outside programs, and creating new programs
- Support as a key player in the transition from DoubleKnot to gsEvents
- Serves as registration support for all programs
- Collect notes from Program Department on all GSUSA webinars and other meetings and trainings weekly to provide to the Executive Assistant to the CEO.
- Other duties as assigned.

Qualifications:

- 1-3 years of equivalent related work in program management, sales & marketing, or business 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
- 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.

Location:

- Castroville

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.