

Job Description

Title: Special Events Administrative Assistant

Grade: 2

FLSA Status: Non-Exempt

Revision Date: September 2025

Department: Fund Development

Reports to: Sr. Director of Mission Delivery

Salary Range: Minimum: \$23.00 | Midpoint: \$24.50 | Maximum: \$26.00

General Summary

The Special Events Administrative Assistant provides essential clerical, logistical, and coordination support to the Fund Development Department, with a focus on special events and donor engagement. This role ensures smooth operations by managing schedules, correspondence, event preparation, and sponsor/donor communications. The Special Events Administrative Assistant plays a key role in advancing GSCCC's fundraising goals by fostering strong relationships, maintaining accurate records, and supporting event execution.

Essential Job Responsibilities

Administrative & Clerical Support

- Perform administrative duties including filing, data entry, correspondence, and scheduling for the Fund Development team.
- Prepare and edit reports, presentations, and donor materials with accuracy and professionalism.
- Track donor and sponsor communications in coordination with the Fund Development team.
- Provide timely support to leadership, staff, and volunteers to ensure departmental efficiency.

Event & Donor Support

- Assist in planning, organizing, and executing fundraising and donor stewardship events.

- Support event logistics such as registration, collateral preparation, sponsor recognition, and day-of-event production.
- Maintain and update event-related spreadsheets, tracking deadlines, payments, and in-kind donations.
- Assist with auction management and securing in-kind contributions as directed.

Communication & Coordination

- Act as a liaison between the Fund Development team, sponsors, donors, and volunteers.
- Support social media, email campaigns, and marketing efforts for events in collaboration with the Marketing Department.
- Follow up with donors and sponsors to ensure proper receipting, acknowledgment, and recognition.
- Collect and organize notes from meetings, trainings, and GSUSA development webinars.

Data & Reporting

- Assist with data entry and reporting in Virtuous CRM and other systems.
 - Generate reports as requested to support donor tracking, sponsorship activation, and event evaluation.
 - Ensure accuracy and confidentiality in handling sensitive donor information.
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Qualifications

Education and Experience

- 1–3 years of related administrative or event support experience, preferably in a nonprofit environment.
- Experience with Microsoft Office Suite required (Word, Excel, PowerPoint).
- Familiarity with Virtuous CRM, Salesforce, or other database systems preferred.
- Experience supporting fundraising, donor relations, or special events a plus.

Skills and Abilities

- Strong organizational and time-management skills with attention to detail.
 - Excellent written and verbal communication abilities.
 - Professionalism, discretion, and ability to manage confidential information.
 - Strong interpersonal skills, capable of working with donors, volunteers, and staff.
 - Problem-solving abilities with a proactive and resourceful mindset.
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Cultural Competencies

At GSCCC, staff are expected to:

- **Communicate with Compassion:** Be open, honest, respectful, and timely.
 - **Innovate Through Change:** Be proactive and adaptable.
 - **Work with Purpose:** Be intentional and visionary.
 - **Embrace Our Community:** Be supportive, empathetic, and collaborative.
 - **Be Accountable:** Take ownership of tasks and results.
 - **Make Each Day FUNomenal:** Bring positivity and enthusiasm.
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Skill Set Requirements

- Flexibility to occasionally work evenings and weekends for events.
 - Ability to travel within council jurisdiction as a driver or passenger.
 - Ability to lift, push, or pull up to 25 lbs., including event materials.
 - Daily access to reliable transportation.
 - Maintain active membership with Girl Scouts of the 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. Reasonable accommodation will be provided during the application process and employment as needed.

Location: Ventura County

The statements herein describe the general nature and level of work performed but are not a complete list of responsibilities, duties, and skills required. Employment is at-will and subject to change at the discretion of the employer.