



SPECIAL EVENTS ADMIN 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:	Special Events Specialist
Salary:	\$23 - \$26 per hour
FLSA Status:	Non-Exempt
Revision Date:	October 2024
Department:	Programs
Reports to:	Sr. Director of Camp Arnaz

Position Summary

The Special Events Specialist is responsible for providing expert logistics, administrative and clerical support as a member of the Fund Development team. This includes auction management, database management and reporting, sponsorship activation activities, event logistics, 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 customer service and satisfaction to maximize customer retention and an enhanced donor and volunteer experience.

Essential Job Functions:

- Coordinating logistics for the Fund Development team, related events, and meetings. Collaborate with the Fund Development team on plan development, implementation and execution. This includes contracts, vendor management, in-kind contributions, participant activities, event marketing and promotion, participant communications, collateral materials and day-of-event production.
- Grant management while liaising with the Director of Development or Chief Executive Officer 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 Development campaigns, newsletter content, website information, and other projects as assigned.
- Following up with sponsors and donors to ensure proper receipting and payment.
- Data entry and reporting utilizing Virtuoso CRM and other database systems.
- Managing participant and volunteer communications through e-mail campaigns and social media.
- Managing silent auction procurement and securing in-kind donations.
- Compiling and updating event 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's 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.
- Preferred experience in event planning and donor 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.

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): Ventura County

Salary Range: \$23-\$26

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.