

**GIRL SCOUTS OF MICHIGAN SHORE TO SHORE
POSITION POSTING**

Title: Administrative Assistant – Membership, Volunteerism and Programs

Reports to: Vice President – Membership, Volunteerism and Programs

Classification/FLSA Status: Regular Full-time/Non-Exempt

LOCATION: Muskegon Service Center

GRADE: 12

Position Summary: The Administrative Assistant – Membership, Volunteerism and Programs (MVP) provides support and logistical oversight for the entire team throughout the council, including project support. She/he projects a professional image through in-person, E-mail and phone interactions with staff and volunteers in a tactful and diplomatic manner and possesses exceptional organizational and record keeping skills. She/he must meet or exceed deadlines, expect the unexpected, maintain accurate and up-to-date records, prepare accurate, well-organized and presentable reports, translate documents (English/Spanish) and possess the ability to handle multiple projects simultaneously.

Essential Duties and Responsibilities:

1. Provides administrative and staff support of a responsible and confidential nature including writing, typing, filing, researching, mailing, creating, translating and proofing presentations, correspondence and other similar communications.
2. Provide necessary support to Council volunteers and MVP teams to assist with achieving Council goals.
3. Provide support services to MVP team for member financial assistance requests and processing.
4. Provide quality customer service via phone, E-Mail and in person to internal and external customers.
5. Direct and coordinate travel arrangements for MVP staff attending staff development trainings, workshops, seminars, conferences, etc.
6. Be knowledgeable with current publications and standards including but not limited to Girl Guide to Girl Scouting, guidelines, Volunteer Essentials, ACA Standards, council policies, as well as the Girl Scout Mission and the Council Plan of Work.
7. Ensure the absolute security and confidentiality of all council records.
8. Ensure that diversity and pluralism are embraced and incorporated in to the work of the council.
9. Other related duties as assigned.

Requirements:

1. Adhere to Girl Scouts of Michigan Shore to Shore policies and procedures
2. Register as a member of Girl Scouts of the USA
3. Bilingual (Spanish/English)

Qualifications:

1. AA degree in Business Administration or any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job
2. Highly developed people and project management skills
3. Outstanding interpersonal and communication skills

4. High computer proficiency and skilled in use of MS Office Suite; strong spreadsheet and report writing skills
5. Excellent judgment, with the ability to work independently and manage multiple projects and deadlines
6. Demonstrated time management skills by effectively and efficiently organizing, prioritizing and completing multiple assignments in a timely manner and meeting deadlines
7. Commitment to Girl Scout values including an unequivocal commitment to pluralism
8. Preference may be given to candidates with knowledge and experience in Girl Scout program and operations

To apply for this position, submit a cover letter and resume or an Application for Employment to Girl Scouts of Michigan Shore to Shore, Attn: Human Resources, via E-mail hr@gsmists.org, fax (616) 784-8187, or mail 3275 Walker Avenue NW, Grand Rapids, MI 49544

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