



Executive Assistant to the CEO

To give our best, we hire the best.

At Girl Scouts of Southeast Florida, we believe in the power of every girl. With the right team of amazing people, we can ensure every girl reaches her fullest potential!

Working directly with the Chief Executive Officer, the Girl Scouts of Southeast Florida is seeking a self-starter with the demonstrated ability to work independently and provide complex and diversified administrative support to our CEO and Board Chair.

What other fun & exciting things will you be doing?

- Provide administrative support to the CEO and Board Chair to include but not limited to, administrative work and reports, maintaining Council files and records, communicating with staff, volunteers and external sources through both verbal and written communications.
- Coordinate meeting and all logistics for Board, Executive and Committee meetings; Annual Meeting, Town Hall and Delegate meetings/trainings; prepare and disseminate meeting notices, agendas, minutes, handouts, etc.
- Manage and oversee meetings and projects as needed, anticipating next steps, taking initiative, exercising discretion and sound judgement while being sensitive to deadlines.
- Develop and implement processes for maintaining legal and confidential information concerning the Council's business affairs.
- Manage Council Bylaws, processes and policies, ensuring consistent usage and interpretation.
- Prepare, compose and type correspondence, including that of a confidential nature to support executive management as directed.
- Review incoming correspondence; respond or distribute as determined. Prepare executive presentations and related materials and correspondence, and obtain, assemble, coordinate and redraft material from required sources.
- Coordinate travel arrangements for the CEO and Board Chair as needed to include the arrangement of air travel, hotel, ground transportation, rental car and various travel needs.
- Process administrative invoices, check requests, credit card receipts, expense reports, etc. for the CEO, Board Chair and other Board Members.
- Serve as a liaison between employed staff and volunteers to the CEO, Board Chair and other governance volunteers.
- Provide support to the Finance Department to include, but not limited to, preparing daily Operational Cash Receipt Transmittals, verifying cash and checks against the retail daily close-out report; depositing checks using the check scanner.

Who are we seeking?

- A highly motivated individual with demonstrated previous experience supporting an executive that possesses the ability to accomplish administrative detail work with minimal instruction.
- A self-starter with superior organizational skills, with the ability to carry out a variety of responsibilities with shifting priorities.
- A professional with demonstrated ability to coordinate a variety of unrelated functions and handle multiple projects concurrently.
- A candidate with superior written and oral communication skills with the ability to clearly communicate verbally and in writing with both internal and external customers.

- An individual with the demonstrated ability to manage confidential information, possess a high degree of attention to detail, work independently, prioritize work and manage and meet multiple deadlines.

What else will you need?

- Associates' degree or equivalent experience,
- Minimum of five years demonstrated experience in an administrative capacity,
- Proficiency in Microsoft Office Suite including Outlook, Word, PowerPoint, and Excel.

What will you get?

We are an energetic group that works really hard, but we also like to have lots of fun. With a focus on work-life balance, we provide development opportunities that foster both professional and personal growth and an exceptional benefits package that includes paid holidays, a summer shut-down and a winter break.

We believe it's important to offer a healthy work-life balance, so we actually pay our employees to unplug! In addition to paid summer and winter breaks, we provide a generous amount of vacation and sick time, medical, dental, employee assistance program, life and disability insurance, FSA, pre-paid legal plan, discounts on veterinarian visits, employee discounts at our on-site Council shop, along with a 401-K plan with employer match.

This position is based out of our Jupiter Service Center and includes a work schedule as follows: 8:00am – 6:00pm Monday through Wednesday, and 8:00am to 5:00pm on Thursdays. Schedule changes to accommodate occasional evening and weekend work with notice.

How do you apply?

Complete our online application in consideration for an opportunity to begin your career in Girl Scouting today!

<https://qssef.applicantpro.com/jobs/491620.html>