BOY SCOUTS OF AMERICA®
GREATER ST. LOUIS AREA COUNCIL

Office Assistant

Greater St. Louis Area Council, Boy Scouts of America – St. Louis, MO

Position Concept:

Provide secretarial support to the field professional staff. In the absence of the department supervisor give secretarial support to the Director of Field Service. Directly responsible for letters, forms, charts, reports, agenda, messages, files, and other associated materials needed by the field staff. Supply information and source materials, according to the council's plan, to volunteers and other council employees to ensure the accurate and timely dissemination and retrieval of needed information.

Principal Responsibilities:

- *Complete secretarial duties.* Prepare and maintain letters, forms, reports, agenda, messages, files, calendars, bulk mailings, databases, records, and other things needed by the assigned professional staff member. Supply information and source materials, according to the council's plan, to volunteers and other council employees. Maintain confidentiality and a professional demeanor.
- *Remain vigilant and active with safety.* Always plan for, correct for, teach, and practice safety yourself and with other employees. Notify management of safety concerns.

Special Responsibilities:

- Provide office support to the Field Executives which includes but not limited to typing agenda's, memo's, letters, designing flyers, designing post cards, save the dates postcards, mailing for religious meetings, creating award certificates, running Scoutnet reports for DE's and assisting Graphic Design Artist with design work along with helping DFS assistant when needed and other departments if time allows.

- Other duties, as assigned.

Materials and Equipment Used:
Telephones, computers, printers, copiers, and office supplies.

Physical Activity:
Reaching, standing, walking, pushing, pulling, lifting, talking, and hearing.

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Physical Requirements:
Sedentary and light work.

Mental Demands:
Reading, detail work, confidentiality, problem solving, language, stress, training, math, reasoning, verbal communication, written communication, customer contact, multiple concurrent tasks, and constant interruptions.

Working Conditions:
The worker is not substantially exposed to adverse environmental conditions.

Qualifications:

- Possess a high school education or equivalent.
- Possess skills in a variety of secretarial skills, computers, data entry, copier systems, facsimile machines, typewriters, telephones, etc.
- Possess strong skills in computers which include the Microsoft Access, Excel, and Word; telephone; management; grammar; and spelling.
- Read and interpret documents, and apply common sense to carry out written or oral instructions.
- Keep a friendly and helpful attitude towards Scouts, Scouters, and the public.
- Possess a professional appearance and telephone voice.
- Full secretary support includes but not limited to typing agenda's, memo's, letters, designing flyers, designing post cards, save the dates postcards, mailing for religious meetings, creating award certificates, running ScoutNet reports for DE's and assisting Graphic design artist with design work along with helping DFS secretary when needed and other departments if time allows.

Compensation:

All councils are equal opportunity employers. Scouting offers benefits to include major medical, prescription coverage, dental, vision, life-insurance, long-term disability, accidental death, and a defined benefit retirement plan. We also offer generous vacation policy and ten holiday observances.

How to apply:
Qualified candidates must submit cover letter and resume to: hr@stlbsa.org. Only the most qualified candidates will be contacted.

Website: www.stlbsa.org