

# Administrative Assistant

**Position:** Administrative Assistant – Development/ Fundraising

**Position location:** St. Louis, Missouri

**Council website:** [www.stlbsa.org](http://www.stlbsa.org)

## Position Overview:

Provide administrative support to the development and fundraising team. Directly responsible for Friends of Scouting, special event, grant, and database support. The position reports to the Chief Development Officer/ CDO.

## Principal Responsibilities:

- Provide administrative support to assigned directors, including calendar management, telephone support, filing, and mail processing. As needed, coordinate travel for directors with duties including managing appointments, meeting materials and itineraries.
- Work closely with directors to prepare materials for annual Friends of Scouting campaign including acknowledgements and reminders.
- Manage grant applications and reports working alongside directors and grant consultant.
- In cooperation with directors, assist in the planning and execution of events and meetings. Responsibilities may include coordinating print and/or email invitations, coordinating with vendors, managing RSVP lists, creating name tags, event briefings, staffing and invoice processing.
- Assist directors with special projects, which may include, preparing, editing, and proofreading documents; preparation of general correspondence; fundraising reports; manage the development department supplies and equipment.
- Serve as back up to database manager.
- Perform 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.

## Physical Requirements:

Sedentary and light work.

## Mental Demands:

Reading, detailed work, confidentiality, problem solving, training, math, reasoning, verbal communication, written communication, customer service, 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. Associates or relevant
- Possess skills in a variety of administrative skills, computers, data entry, copier systems, facsimile machines, telephones, etc.
- Possess strong skills in computers which include the Raiser's Edge, Microsoft Access, Excel, and Word; telephone; management; grammar; and spelling.
- Donor management experience preferred.
- Read and interpret documents and apply critical thinking to perform job.
- Must have integrity, superior organizational skills, ability to communicate effectively, be a team player and have a strong work ethic.
- Keep a friendly and helpful attitude towards Scouts, Scouters, and the public.
- Possess a professional appearance and telephone presence.

**Compensation:**

The Greater St. Louis Area Council is an equal opportunity employer. Scouting offers benefits to include medical, prescription coverage, dental, vision, life-insurance, long-term disability, family medical leave, maternity leave, accidental death, a defined benefit retirement plan, plus compensation for authorized and approved business-related expenses. We also offer generous vacation policy and holiday observances.

**Salary:** \$15.00 - \$18.00/ Hour

**How to apply:**

Qualified candidates must submit cover letter and resume to: [hr@stlbsa.org](mailto:hr@stlbsa.org). Only the most qualified candidates will be contacted.