



## **POSITION DESCRIPTION**

*Girl Scouts of Northern New Jersey will be recognized as the premier leadership development program that nurtures, inspires and empowers girls.*

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**Position Title:** PT Temporary Program Admin

**Salary:** \$15/hour

**Reports To:** Chief Program Officer

**Location:** Paramus

**Position Summary:** The PT Temporary Program Admin coordinates and performs a variety of high-level administrative functions and maintains confidential files, decorum, and a high degree of quality communications between varied positions.

### **Primary Responsibilities:**

- Performs administrative support activities and maintains files for the Chief Program Officer.
- Attends meetings and takes notes as required.
- Produces correspondence, statistical reports, and minutes as required.
- Receives and screens visitors, telephone calls, and correspondence directed to the CPO.
- Processes a variety of work orders for documents, letters, memos, and flyers for the Program, Product Sales, and Retail Sales Departments.
- Assists in departmental budget preparation by gathering data required for budget projections, performing routine mathematical calculations and compiling budget documents.
- Maintains records of subsequent budgetary expenditures as directed.
- Performs, when required, purchasing tasks by contacting vendors, preparing requisitions, submitting invoice for approval and maintaining records of purchases.
- Carries out operational and clerical duties specific to the position.
- Assists Program, Product Sales and Retail Sales Departments when needed.
- Demonstrates a quality customer service attitude at all times to internal and external audiences.
- Helps foster and implement the council's policy to strive for a volunteer, employee and program participant population reflective of the area's religious, racial, ethnic, social and economic diversity.
- Performs other duties as assigned.

Staff members are accountable for achieving their performance goals that collectively enable GSNNJ to reach our council goals. Each staff member is expected to take an active role in all areas of operations, especially by being alert to opportunities to identify and engage potential volunteers, girl members, donors, vendors, collaborators, etc. and providing contact information to the appropriate staff person.



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Each employee is a representative of Girl Scouts of Northern New Jersey. Others form their impressions of GSNNJ based, in part, on their interaction with employees. Every personal contact made by a GSNNJ employee could be a current or potential donor; thus, these impressions can influence donor actions. Each employee is expected to take an active role in development by being alert to opportunities to identify potential new donors and providing contact information to the Chief Development Officer. On occasion, employees may be asked to participate in site visits and/or follow-up calls with contacts.

### **Education, Skills, Experience Requirements:**

- Associate degree (or equivalent experience) in related field.
- Excellent written and verbal communication skills.
- Exceptional time management capability to handle multiple tasks and deadlines.
- Proficiency in Microsoft Office Suite and CRM software.
- Membership in GSUSA is required upon employment and annually thereafter.
- Ability to lift and move 30 lbs.
- Ability to work a flexible schedule including some evenings and weekends.
- Ability to travel throughout the jurisdiction to attend meetings during the day/evening/weekend.
- Valid driver's license, reliable automobile and auto insurance.

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Employee Signature

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Date

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Supervisor Signature

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Date