

<b>Job Title:</b>	Executive Assistant to the CEO	<b>Reports To:</b>	CEO and Chief Administrative Officer
<b>Department/Group:</b>	Administration	<b>Job Code/ Req#:</b>	40110
<b>Location:</b>	MI – Kalamazoo	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	Commensurate with experience	<b>Position Type:</b>	Full-time, Exempt
<b>HR Contact:</b>	Ashleigh Crisp Hobart	<b>Date posted:</b>	March 25, 2013
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	When position is filled

**Applications Accepted By:**

**FAX OR E-MAIL:**

(269)492-1439 or [hr@gshom.org](mailto:hr@gshom.org)  
 Subject Line: Executive Assistant to the CEO  
**Attention:** HR Department

**MAIL:**

HR Department  
 Girl Scouts Heart of Michigan  
 601 W Maple  
 Kalamazoo, MI 49008

**Job Description**

**ROLE AND RESPONSIBILITIES**

- Provide professional assistance to support the Chief Executive Officer.
- Ensure donor gifts are processed correctly and in a timely manner using Donor Perfect database.
- Process timely acknowledgement to donors based on departmental standards.
- Assist Chief Executive Officer in a variety of ways including working with confidential information.
- Coordinate, update, and maintain CEO’s calendar and schedule travel arrangements and appointments as necessary.
- Must be available to attend all evening board meetings and assist with board relations.
- Candidate must uphold and promote the highest standards of the company culture.
- Partner with all departments within the company to assist in the management of the CEO’s availability to attend necessary meetings and events throughout the council.
- Be willing to work evenings and weekends as determined by CEO.
- Will work with the administrative team to assist in covering the phones and working in the retail store/welcome desk when needed while ensuring customers are receiving high quality service and their needs are met.
- Assist in the process of creating a council-wide standards and procedures for all departments.
- Oversee the council-wide book club while working cohesively with region representatives.
- Work with Chief Administrative Officer with the goals and objectives from brainstorming to finalization.
- Other duties as assigned.

**EDUCATION**

- Bachelor’s degree in business or related field preferred or experience commensurate with degree, preferably three years of related experience

#### QUALIFICATIONS

- Prior non-profit experience preferred.
- Must possess excellent oral and written communication skills to work in team environment, ability to provide professional customer service, have a willingness to accept new responsibilities and handle multiple projects.
- Must have the ability and initiative to work independently, multi-tasking and work well with all levels of volunteers/staff on an as-needed basis.
- High level of professionalism is a must.
- Flexible and team-oriented.
- Strong human relations, problem solving, and conflict management skills required both in person and on the telephone when speaking with volunteers, staff, and organizations throughout the community served.
- Willing to become a member of Girl Scouts of USA.
- Able to lift and/or manipulate up to 25 pounds.

#### BENEFITS

- Medical
- Dental
- Vision
- Life
- Flexible Spending Accounts
- 403(b)
- Vacation
- Sick
- Personal Leave
- Floating Holiday
- Holiday Pay

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.