



BOY SCOUTS OF AMERICA®

LAUREL HIGHLANDS COUNCIL

Job Title: Administrative Assistant
Job Type: Full-Time
Location: Pittsburgh, PA

Job Description

The Laurel Highland Council, Boy Scouts of America is currently hiring an Administrative Assistant to support our Director of Field Service (DFS) and field operations.

The Administrative Assistant will provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. This position will be located near downtown Pittsburgh.

Responsibilities

- Answers phones and directs all incoming calls to appropriate party promptly and efficiently
- Compiles information for the timely preparation of reports and distributes to appropriate individuals within established timelines
- Interacts with staff at all levels in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality
- Maintains accurate filing systems with the highest regard for confidentiality, organization, and timely retrieval of documents
- Prioritizes and manages multiple projects simultaneously, and follows through on issues in a timely manner
- Processes incoming and outgoing mail (when necessary). Maintains confidentiality of mail addressed to executive staff.
- Records and distributes minutes and other relevant information to appropriate participants in a timely manner
- Responsible for calendar management, requiring interaction with both internal and external executives and assistants to coordinate a variety of complex executive meetings
- Uses sound judgment and knowledge of the Boy Scouts of America and its policies and procedures to respond to questions, requests, or needs.
- Arranges travel schedule and reservations for DFS as requested.

Qualifications

- High school diploma or equivalent is required.
- Two years of experience in an increasingly responsible administrative support role is required (Experience with support at the executive level will be given priority status)
- Demonstrates proficiency in core Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.
- Excellent calendar management skills, including the coordination of complex executive meetings.
- Experience assisting management with the creation of PowerPoint presentations.
- Arranges travel schedule and reservations for executive management as needed
- Must enjoy working with people, maintain positive working relationships with staff, and be an active team player. Effective communication and customer service skills are needed to work with volunteers and co-workers. Must be able to work independently as well as cooperatively with other staff. Must have patience in responding to common questions repeatedly.
- Must be able to maintain punctuality and regular attendance.

How to apply:

Qualified candidates must submit cover letter and resume to Alan Parks at Alan.Parks@scouting.org.

Boy Scouts of America, Laurel Highlands Council | lhscouting.org

Flag Plaza Scout Center | 1275 Bedford Avenue | Pittsburgh, PA 15219 | 412.471.2927

Johnstown Galleria Mall Scout Shop | Johnstown, Pennsylvania | 814.471.1090 ext. 7103

Cumberland Scout Shop | McMullen Highway | Cumberland, Maryland | 301.729.1300