



JOB DESCRIPTION

TITLE: Administrative Coordinator-Membership and Property

REPORTS TO: Membership Director and Property Director

POSITION SUMMARY:

Provide key support to the Membership Director and Property Director. Coordinate and organize department initiatives, provide liaison support to volunteers, staff, and community members, invoice processing, supply inventory and maintenance, and supplemental insurance coverage, while providing quality administrative support in a timely, accurate, and appropriate manner to convey a positive Girl Scout image.

SKILLS:

Able to relate to people from diverse backgrounds (customer service) and manage misunderstandings as they occur; highly organized and effectively able to manage multiple priorities; critical thinking, initiative and proactive problem solving; attention to detail; proficient user of computer technology (e.g., Microsoft Office programs, database management and email applications) and ability to learn council computer software; adaptable in changing environments; ability to maintain confidential information; able to handle confidential matters with appropriate business ethics.

RESPONSIBILITIES:

Coordinate and Organize Department Initiatives:

- Establish and organize files
- Manage departmental processes
- Data entry and database management
- Print and organize large print projects
- Support other council efforts as needed. This may include supporting the troop experience in the cookie program, supporting/attending council events or serving in a back-up role for another department when needed.

Liaison Support: Provide high level of customer service to staff, volunteers, and community members by answering questions, supporting facilitators, processing reports, disseminating information, and responding to correspondence in a timely fashion.

Supplemental Insurance: Serves as facilitation contact for supplemental insurance program.

Invoice Processing:

- Code property invoices and track expenses on a monthly basis



- Maintains property vendor list and communicates with vendors as requested
- Codes expense reports for Property Team
- Serves as a point of contact for Accounting Team for property expense inquiries.
- Monitors electric and gas rates via PUCO for lowest contracted rates

Inventory and Maintenance:

- Coordinates general building supply needs for regional offices
- Point of contact for general repairs at Watermark Office when Property Director is out of the office. Responsible for daily inspections of Watermark Office for maintenance items that need addressed and communicates to Property Director.
- Assists with random state visits and soliciting vendors at Watermark if Property Director is not available to do so.

General:

- Suggest ways to improve current organizational procedures and policies to better the experience of both associates and volunteers.
- Where possible, anticipate materials, documents, deadlines needed for Directors in order to efficiently maximize time.
- Develop and maintain good relationships with Volunteers, Staff, and the general public.
- Actively participates in the development of environments that foster diversity, equity, inclusion and access through words, actions, and attitude.
- Operate within Girl Scout policies, standards, and procedures to contribute to an informal, value centered, experience for our membership.
- Other duties as assigned.

REQUIREMENTS:

- Associates degree or equivalent work experience (2 years minimum experience in similar position).
- Proficient in Computer Software such as Microsoft Office suite.
- Ability to work a flexible work schedule including occasional evenings and weekends.
- Strong communication and customer service skills (written and verbal)
- Daily access to dependable transportation, valid driver's license and insurance required.
- Position requires frequent bending, stretching, kneeling and ability to lift and carry up to 35 lbs. and must be able to withstand long periods of sitting and typing.

JOB CLASSIFICATION: Non-Exempt, Hourly

The Girl Scouts of Ohio's Heartland Council, Inc. is an equal opportunity/affirmative action employer. The Council will employ qualified individuals to fill job vacancies based on their experience, ability and aptitude.