



ADMINISTRATIVE ASSISTANT

SUMMARY:

The Patriots' Path Council, Boy Scouts of America (BSA), is a not-for-profit organization dedicated to helping youth build good character, citizenship, fitness and leadership. The council serves more than 10,000 youth and 4,000 adult volunteers in Morris, Somerset, Sussex, Union, and northern Middlesex counties.

We are currently seeking a full-time program administrative assistant to provide customer support directly to our volunteers and internally to our staff team at our Cedar Knolls Scout service center.

RESPONSIBILITIES:

- Provide exceptional customer service across multiple types of communications (phone, email, in-person)
- Produce invoices, thank-you letters and reports for fundraising campaigns.
- Manage reservations for recruiting tools and work with volunteers and staff to personalize recruiting materials.
- Create event registrations, enter payments, and assist volunteers to register for events using a web-based registration system.
- Become knowledgeable about the Scouting program and the specific programs supported.
- Provide support with reconciliation and occasional reporting.
- Assist with general office duties including filing, copying, communication and data entry.
- Other administrative duties as requested.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent customer service skills required.
- Must be able to multitask, be organized and work independently.
- Self-motivated, high-performing individual with excellent interpersonal skills.
- Strong communication skills, serving as volunteer point of contact.
- Experience working with Microsoft Word and Excel.
- Experience with web-based reservation systems preferred.
- Understanding of Scouting helpful but not required.

OTHER:

Hourly employee working on average 35 hours a week; hours are Monday through Friday from 9 a.m. to 5 p.m.; occasional evenings and weekends as required. Medical benefits and match savings program as desired. Must be able to lift 25 pounds. Administrative assistant reports to the administrative services director. Position is subject to drug test, criminal background check and registration with the Boy Scouts of America.