

Position Title:

Administrative Assistant to the CEO (Scout Executive)

Reports To:

Scout Executive / Chief Executive Officer

Position Summary:

The Administrative Assistant provides high-level administrative support to the Scout Executive and serves as a key liaison between the CEO, council staff, and volunteer leadership. This position ensures efficient operations of the executive office, manages sensitive information with discretion, and supports the mission of Scouting America by facilitating communication and organizational effectiveness.

Key Responsibilities:

Executive Support

- Manage the Scout Executive's calendar, schedule meetings, and coordinate travel arrangements.
- Prepare and edit correspondence, reports, presentations, and other documents for the CEO.
- Screen and prioritize incoming calls, emails, and requests; respond or redirect as appropriate.
- Maintain confidentiality of sensitive information and exercise sound judgment in all interactions.

Board & Volunteer Relations

- Serve as primary administrative contact for the council's volunteer board (60+ members).
- Coordinate board and committee meetings, including agenda preparation, meeting materials, and minutes.
- Assist with logistics for annual meetings, recognition events, and special functions.

Office Administration

- Support council operations by maintaining organized files, records, and databases.
- Process expense reports, invoices, and other administrative tasks for the executive office.

Communication & Coordination

- Act as liaison between the CEO and internal staff to ensure timely communication.
- Draft professional correspondence and maintain consistent branding and tone in official communications.
- Handle special projects and assignments as requested by the Scout Executive.

Qualifications:

- Education: Associate's degree or equivalent experience required; Bachelor's degree preferred.
- Experience: Minimum 3 years of administrative or executive assistant experience; knowledge of Scouting America a plus.

Skills:

- Strong organizational and time-management abilities.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Proficiency in Microsoft Teams and SharePoint
- Ability to manage multiple priorities and meet deadlines.
- High level of professionalism and discretion.

Personal Attributes:

- Detail-oriented and proactive.
- Ability to work independently and as part of a team.
- Commitment to the mission and values of Scouting America.

Work Schedule & Location:

Full-time, based at the Greater Alabama Council office in Birmingham, AL. Flexible work hours. Occasional evening or weekend work for board meetings and special events.

Compensation & Benefits:

Competitive salary commensurate with experience. Comprehensive benefits package including health insurance, and paid time off.