



Job Title: Executive Assistant
Department: Office of the Chief Executive Officer
Reports To: Chief Executive Officer



Council Overview

Girl Scouts of the Commonwealth of Virginia serves girl members in grades K-12, with adult volunteer members, in 30 counties and six cities within the Central, Northern, Southside and Eastern (Northern Neck) regions of Virginia. Girl Scouts is the world's preeminent leadership development organization for girls, building girls of courage, confidence, and character, who make the world a better place.

Job Summary

The Office of the Chief Executive Officer is responsible for providing leadership, strategic direction, and vision for the development and achievement of the Council's mission in partnership with the Board of Directors. The Executive Assistant provides general office support to the Chief Executive Officer and Officers of the Board of Directors and Board Committee Chairs.

Essential Duties and Responsibilities

CEO Support:

Provides general office support to the Chief Executive Officer by communicating instructions to various individuals and/or staff teams and governance volunteers; obtaining information and responding to requests; scheduling appointments and making arrangements for meetings, conferences, and travel. Develops and maintains council documents, records and reports. Acts as Content Manager by updating electronic records and intra-council information. Maintains schedules and calendars for the CEO and Board of Directors; anticipates the needs of the CEO and Board, and ensures the appropriate staff and Board members are aware of appointments and schedules.

Council Board Support:

Provides assistance to Officers of the Board of Directors and Board Committee Chairs by preparing information for board meetings, updating and disseminating board materials, preparing and analyzing complex trends and status reports, drawing data from a variety of sources within and outside of the organization. Prepares correspondence, reports and presentations for the Board and Board Committees, as requested. Maintains records of Board of Directors.

Council wide general administrative support:

Provides general administrative support to the Chief Financial Officer, Chief Operating Officer, Chief Development Officer, and other designated chiefs if or as needed.

Council wide events:

Provides general staff support to Girl Scouting activities.

Special Projects/Assignments:

As assigned, tasked, or absorbed, including office management, administrative, and operational tasks.

Experience and Skills

- Bachelor's Degree preferred, minimum five years of experience, including administrative or executive level support; or an equivalent combination of education and experience.
- Work experience in nonprofit, membership-based, or youth organization a plus.

- Ability to strictly maintain confidentiality and professional integrity.
- Excellent oral and written communication with high degree of accuracy and attention to detail.
- Strong interpersonal skills and emotional intelligence.
- Ability to make decisions and resolve challenges independently, effectively and creatively.
- Ability to manage multiple projects and work in a fast-paced, changing environment.
- Ability to learn quickly, adapt to change, be flexible, and deliver high quality work products.
- Ability to cultivate, motivate and maintain effective working relationships with staff, volunteers, girls, vendors, and stakeholders from diverse backgrounds and all organizational levels.
- Ability to work collaboratively and effectively on high-functioning and cross-functional teams.
- Strong goal setting, organization, and follow-through skills.
- Excellent computer skills including proficiency in the most current versions of Windows and Microsoft Office Suite (Word, Excel, PowerPoint, Teams) and ability to use the Internet and to learn/use specialized or proprietary software.
- Ability to work occasional evenings or weekends for governance or program support.
- Strong interest in issues affecting girls and young women.