

Help Wanted!

We are seeking a fulltime office manager to serve as the council registrar, frontline customer service representative, data entry and Scout Shop. Knowledge of Office 365 (Word and Excel) is essential. 8-5, Monday through Friday. Benefits available. A knowledge of the Scouting program is preferred but not required. Submit application to jeff.whitten@scouting.org .

Position Description

Office Manager

The Office Manager will have a varied job, depending on the day, week or month of the year. Responsibilities include, but are not limited to:

- Data entry for new member applications and the membership renewal process.
- Balance custodial funds for membership and Scout Life magazine fees with bookkeeping system.
- Prepare bulk mailings as needed.
- Work with Development Executive to send out donor gift letters as well as other giving campaign materials
- Manage Scout Store Retail Operation
- Prepare brochures, programs and other material as needed.
- Print and record copies for recruiting and events.
- Maintain inventories and needs of office supplies.
- Maintain membership records, including filing and historical records.
- Enter Advancement and training records.
- Assist Scout units on Scoutbook program.
- Answer phones.
- Maintain the council reservations system for the service center as well as camps

Salary Range

- \$35,000-\$38,000