

Office Team Member – Gateway Area Council, Boy Scouts of America

The local chapter/affiliate of the Boy Scouts of America is seeking a team member who can be the front-line customer service specialist who also assists with a variety of general tasks to help support the office operations. You should be able to multi-task and prioritize assignments while completing them in a timely manner. A positive attitude, strong work ethic, and customer service focus are a must. This is the perfect opportunity for someone looking for a fast-paced job in a friendly environment where variety is the flavor of the day!

Office Team Member Duties & Responsibilities

- Collaborate with management team members to complete necessary projects; work independently on prior delegated tasks.
- Complete basic data entry and record keeping duties both of an occasional and a regular nature with the appropriate attention to detail.
- Answer phones, direct calls, and greet visitors as needed.
- Monitor inventory of Scout Shop, keeping regularly selling items in stock and assisting customers with special orders.
- Transcribe notes into documents or spreadsheets.
- Serve as the key person for mailings including tasks such as mail merges, printing, etc.
- Provide website and social media updating as requested.
- Be able to give direction and instruction to volunteers assisting on key office projects.
- Be open to flex hours as required to best assist Scouting (occasional, but irregular, weekends and evenings).
- Support an organized, clean, and welcoming workspace.
- Contribute to a professional, welcoming, and customer service focused workplace.
- Other duties as assigned.

Office Team Member Job Requirements & Qualifications

- High school diploma or GED equivalent.
- Computer literate: Microsoft office suite and BSA specific applications (training provided)
- Strong verbal and written communication skills; excellent customer service skills.

Other Details

- This is available as both a part-time and full-time opportunity. **Please share your preference in your email application.**
- **Part-time benefits:** flexible work schedule as needed. Hourly pay based on experience and qualifications.
- **Full-time benefits:** health care including medical/dental/vision; retirement; 24 days PTO plus holidays; flexible work schedule as needed. Hourly pay based on experience and qualifications.

Application Information

To apply please submit a resume with other pertinent information to Joe Carlson, Scout Executive/CEO, via email: joe.carlson@scouting.org