

## **Field Services Administrative Assistant**

Looking for an Administrative Assistant to support the multiple functions of our Field Team. Primarily supporting a team of 8-10 executives and reporting directly to the COO.

The ideal candidate will possess the following:

- Strong communication skills
- Proficient in all Microsoft programs (Word, Excel, Teams, Outlook)
- Capability to balance multiple priorities and timelines
- Ability to lead projects once provided with direction and resources
- Customer service excellence
- Proactive Problem-solving

Please send a cover letter, resume, and references to Michael Fifhause, Deputy Scout Executive at [mike.fifhause@scouting.org](mailto:mike.fifhause@scouting.org).