ADMINISTRATIVE SUPPORT SPECIALIST

The Cradle of Liberty Council, Boy Scouts of America is actively seeking a self-motivated, organized, high energy individual for the position of Administrative Support Specialist.

The successful candidate will provide a wide variety of administrative and staff support services to the organization as directed, in areas such as finance, membership, special events, reception, technology, and activities. Provides support by performing duties such as but not limited to: data entry, customer service, records management, typing, filing, reception, copying, mail distribution, or inventory control. May prepare presentations and statistical reports, and be engaged in budgeting and project scheduling as required.

Job Specific Competencies include:

· Customer Focus

· Communication

· Time Management

· Adaptability

· Quality Orientation

· Solid knowledge of current office products and equipment

· Proficiency with Microsoft Office suite is essential

Full benefits package includes medical, dental, vision, 403B plus employer match and a retirement plan, as well as paid vacation and holidays. Salary range: $27,500 - $34,750.

The Cradle of Liberty Council, BSA is an equal opportunity employer.

ABOUT THE CRADLE OF LIBERTY COUNCIL

The Cradle of Liberty Council serves more than 16,000 youth throughout Philadelphia, Montgomery, and Delaware Counties in more than 500 Scouting groups chartered to civic, faith-based, and educational community organizations. It provides youth with dynamic outdoor programs that build character, foster participating citizenship, and encourage personal fitness.