Membership Recruitment Coordinators and Administrative Support Coordinators (Temporary)

We are looking for temporary Membership Recruitment Coordinators and Administrative Support Coordinators that will help generate excitement and bring the Girl Scout experience to girls and adults throughout the eastern half of Kentucky!

We need candidates in the following areas:

- Ashland
- Lexington
- London
- Mason/Robertson/Fleming/Bracken/Pendleton
- Morehead
- Northern Kentucky (Boone, Campbell, Kenton)
- Pike County

Membership Recruitment Coordinators and Administrative Support Coordinators will be responsible for collaborating with our staff to increase awareness of, and participation in, Girl Scouting through use of a marketing campaign to meet goals and increase overall Girl Scout troop membership growth.

Membership Recruitment Coordinators will work with our staff in generating and securing new adult volunteers, new girl members, and community partnerships.

Administrative Support Coordinators will work with our staff with administrative functions that support the Council's membership recruitment efforts.

Hours/Timeline? Actual days/times will vary depending on assignment; however, you must be available to work mornings/afternoons and/or nights as needed Monday-Thursday with some Saturdays possible. Job spans 5-9 weeks. Either of these positions could be great for a college student or a mom wanting something to do while children are in school.

Pay? $9 per hour plus mileage ($0.40 per mile) for gas reimbursement.

MINIMUM QUALIFICATIONS AND REQUIREMENTS

- College degree preferred. High school graduate required.
- Must be able to drive self and maintain valid driver's license with appropriate insurance.
- Pass background and motor vehicle check.
- Experience with sales and marketing helpful.
- Strong working knowledge of Microsoft Office Word and Excel.
- Superior customer service philosophy and skills.
- Communicate effectively and calmly on telephone.
- Knowledge of the use of business machines including copier.
- Work well with diverse populations and volunteers.
- Maintain a high standard of professional appearance and behavior.

Physical/Mental Essential Requirements:

- Travel as the job requires.
- Physical ability to lift, carry, set up work-related supplies and/or equipment weighing at least 20 pounds.
- Ability to stand on feet for a long period of time.
- Ability to sit at a computer work station for extended periods of time.
- Full range of body motion including manual and finger dexterity and eye-hand coordination.
- Requires corrected vision and hearing to normal range.

To apply, please send Cover letter describing your interest in working with Girl Scouts, Résumé and (3) professional references to hr@gswrc.org.

AA/EEO