

External Job Posting



Position: Service Center Associate

Location: Brooklyn Center

FTE Classification: 1.0 Non-Exempt

Description:

This position will play a service center and administrative role in supporting the achievement of the goals and objectives outlined in the Girl Scouts of Minnesota and Wisconsin River Valleys (GSMWRV) Plan of Work. Anticipated duties likely to include:

- Assist and effectively respond to inquires from individuals calling and/or visiting the GSMWRV in a high quality, customer friendly and efficient manner that will ensure a professional image of the council
- Assist in daily services that ensure high quality customer service performance to support and ensure that equipment and program needs of staff, girls and adult membership are met
- Provide administrative support to the Service Center Department in a timely and efficient manner
- Miscellaneous tasks as assigned in contribution to the overall success of the council

Job Requirements:

- High school diploma or GED and three to five years of administrative/secretarial/customer service experience; or combination of education and experience providing equivalent knowledge
- Work effectively in a team environment with shared responsibilities
- Provide both customer service and customer satisfaction to meet the needs of our diverse audience
- Ability to be flexible, adaptable, and thrive in an ever changing and fast-paced environment
- Work evenings and/or weekends as needed
- Resolve conflict and diffuse anger in a professional manner that is reflective of the Girl Scout Promise and Law
- Proficient in operating a multi-line phone system
- Proficient and accurate in handling cash, counting, data entry and processing information
- Knowledge and ability to use database, spreadsheet and word processing to enter information

Salary Range: DOQ

Application Send letter of interest, resume and salary requirements by July 7 to:

Attention Human Resource Department
Girl Scouts of Minnesota and Wisconsin River Valleys
St. Paul Service Center
400 South Robert Street
St. Paul, MN 55107

About Girl Scouts of Minnesota and Wisconsin River Valleys – In partnership with nearly 18,000 adult volunteers, the Girl Scouts of Minnesota and Wisconsin River Valleys helps more than 49,000 girls each year—in all or portions of 49 counties in southern Minnesota and western Wisconsin—to discover new abilities, connect with new friends, and take action to improve their communities. Girl Scouts is the world’s preeminent leadership development organization for girls, building girls of courage, confidence, and character, who make the world a better place.