**Position:** Part Time Administrative Assistant   
**Compensation:** $12/hour; Non-Exempt Level position  
**Position location:** Colonial Virginia Council (Newport News, VA)

**The Boy Scouts of America has an outstanding opportunity for a motivated, experienced Administrative Assistant in a fast-paced, results-oriented, and family environment.**

**Job Overview:**  
Contributes to the successful daily operation of Colonial Virginia Council by assisting with Data Entry, Customer Service, Backup Sales Associate in our Scout Shop.

**The individual in this position will:**

* Assist the Office Manager with Daily Duties as assigned
* Provides excellent customer service on the phone and in the store.
* Safeguards BSA monies, merchandise, maintains an organized store

**Qualifications/ Experience:** The qualified candidate must have:

* Prefer Data Entry Experience
* Knowledge of Scouting Program preferred not required
* Good Communication Skills
* Team Player

**To Apply**: Qualified candidates should send a resume with a cover letter email to: ***Zachary.oman@scouting.org*** The subject line of the email should include the words, **“Colonial Virginia Council AA”.**