

Fundraising Assistant – Westmoreland-Fayette Council

We are seeking a detail-oriented and organized **Fundraising Assistant** to join our team! This is a fantastic opportunity to make a meaningful impact while supporting our organization's fundraising efforts.

Key Responsibilities:

- Assist in planning, organizing, and executing fundraising events and campaigns.
- Maintain and update records of donations, pledges, and supporters.
- Prepare and send out fundraising materials, including letters, emails, and reports.
- Track fundraising goals, progress, and provide regular updates to the team.
- Organize and work with Volunteers on the Annual Popcorn/Peanut Sale.
- Provide back up to the Trading Post as needed.

Qualifications:

- Strong organizational and time-management skills.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Ability to work independently and as part of a team.
- Attention to detail and ability to manage multiple tasks simultaneously.

If you are looking for a rewarding position that makes a direct impact, we would love to hear from you!

Salary & Hours:

- 35-39 hours per week.
- Mon–Fri: 9:00 a.m. – 5:00 p.m. and every other Saturday from 9:00 a.m. – 1:00 p.m.
 - **Summer Hours -After Memorial Day to Labor Day**
 - **Mon-Fri: 8:00 a.m. – 4:00 p.m. One Saturday per month in June-July-August**
- Starting Salary - \$16.00 + per hour (depending on experience)

Benefits:

- Paid Time Off, Health Insurance, Retirement Plan

To Apply: Please send your resume and a brief cover letter outlining your qualifications and interest in the position to Sheri.Rolain@Scouting.org