



Product Program (cookie program) Specialist

Contact: Gswpa HR

Email: ajohns@gswpa.org

https://county-marketplace.com/jobs/product-program-cookie-program-specialist_edinboro_296242

Address: **5681 Rt6N, Edinboro, Edinboro**
Price: **Free**

Product Program (cookie program) Specialist
Location: Edinboro

Starting Salary: \$38,000

Girl Scouts is the preeminent leadership development organization for girls in kindergarten through twelfth grade, and our mission is to build girls of courage, confidence, and character. At Girl Scouts Western Pennsylvania, we're committed to providing every girl the chance to practice a lifetime of leadership, adventure, and success.

SUMMARY DESCRIPTION

As the Product Program Specialist, you will provide customer service to members, caregivers, and customers by phone and email to support girls' success in the fall product (MagNut) and cookie programs. The Specialist assists the team with timelines, communication, scheduling, data entry and look-up, and serves as the assistant to the Director of Product Program.

The essential functions of this position include the following:

- Provide administrative support for all team correspondence, including emails, letters, and posts to relevant Teams channels.
- Assist with the office cookie cupboard that could include printing and assembling orders, assisting volunteers with pick-ups, and updating order inventory in the system.
- Coordinate content for volunteer communications.

Work with the Program to update product-related content on the website, work independently to update reports, forms and other program materials. Monitor the Program's online presence, respond to or assist with inquiries to team members and assist with communication with customers at



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