

Part-Time Administrative Assistant- District 6580

JOB DESCRIPTION:

Are you an organized and detailed oriented professional who enjoys compiling and keeping information, helping people find answers and serving others? Do friends and colleagues come to you to help coordinate and systematize events and efforts? Are you looking for part-time work that can mostly be done at home with a few special events and meetings in the mix?

If so, please consider applying for the Part-Time Administrative Assistant for Rotary District 6580.

District 6580 of Rotary International is made up of 32 clubs and over 1,500 members located in the southern third of Indiana. Rotary International's motto is Service Above Self and as Rotarians, we endeavor to serve others through our vision:

"Together, we see a world where people unite and take action to create lasting change- across the globe, in our communities and in ourselves."

District Leadership changes each year and it is our ongoing goal to create continuity between leaders. The Administrative Assistant will play in integral role in this process and will work with the entire District Leadership line (District Governor, District Governor Elect, District Governor Nominee and other District Leaders) while reporting directly to the current District Governor.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

- Club/District Communication
 - Provide communication support to District Governor, District Secretary, Treasurer and Committee Chairs.
 - Serve as a DacDb (District and Club Database) coordinator for our district.
 - Serve as a liaison between DG administrations.
 - Maintain District calendar, website and Facebook page.
 - Publish monthly District newsletter.
 - Conduct District Surveys.
 - Answer incoming email as directed by District Governor.
 - Send District-wide Pmails as directed by DG.
 - Assist with Rotary International's membership leads/referral program.

- Record Keeping
 - Maintain master files of registration forms, agendas, brochures, programs, letters, invitations for future needs.
 - Maintain electronic and print copies of by-laws and standard operation procedures.
 - Work with clubs to assure update of membership data in DacDb.
 - Assist District Officers in calendar management.
 - Email annual statements of dues to club presidents and treasurers.
 - Maintain spreadsheet as directed by District Treasurer.
 - Take minutes of twice-yearly district leadership meetings and give to District Secretary for distribution.
 - Assist District Secretary and Treasurer with various duties.

- Event Coordination
 - Assist with annual District Conference activities.
 - Assist in arrangements of PETS-President Elect Training (including training manuals).
 - Assist with district related events like Speech Contest, Rotary Youth Leadership Awards, Visioning, Webinars)
 - Coordinate District awards (submissions, ordering, distribution).
 - Assist with securing dates, locations, meals for events.

- Additional duties, as assigned by District Governor.

QUALIFICATIONS/REQUIREMENTS:

- Excellent written, verbal and interpersonal relations skills.
- Proficiency in Microsoft Office Suite (or equivalent software).
- Experience with social networking platforms, online collaboration software (GoTo Meeting/Zoom) and website maintenance.
- Must have working computer and access to reliable internet/cellular service.
- Must possess a valid driver's license and have the ability to travel for occasional district related events via personal vehicle.

The Ideal Candidate will:

- Be a current or former Rotarian
- Possess the ability to learn, understand and adapt to different communication styles, information needs and support requirements of the District Governor line (current, elect, nominee) and other District leaders.
- Possess excellent organization, communication and prioritization skills.

Current Rotarians and non-Rotarians are encouraged to apply. We will provide training on all things "Rotary" so that the right candidate can hit the ground running.

Typical schedule: This is a part-time, contracted position. 12-20 hours/per week at \$12/hour.

Travel requirements are minimal and will include attending District Conference. Mileage for required travel will be reimbursed at Federal rate.

To apply: please send a cover letter and resume to Jessika Hane (Search Committee Chair) at jessika@hane.com. Materials must be received by May 24th, 2019.

Rotary is an international service organization with 1.2 million members in 35,000 clubs worldwide.