

ROTARY CLUB OF PEORIA

Job Description for Executive Secretary

Title: Executive Secretary
Reports to: President, Board of Directors
Status: Part-time, Non-exempt
Salary: Negotiable and commensurate with experience.

Purpose: To provide administrative support to the Rotary Club of Peoria.

Duties and Responsibilities:

- 1) Manage office administration.
- 2) Provide administrative support to the Board of Directors and Club committees.
- 3) Provide administrative support to weekly Club meetings.
- 4) Manage Club newsletter and electronic communications.
- 5) Provide administrative support to Club special events.
- 6) Assist with Rotary District 6460 and Rotary International tasks as requested.
- 7) Other duties as assigned.

Qualifications:

Proficiency in Microsoft Office, including programs such as Word, Excel, Outlook, and Power Point.

Experience in Publisher preferred.

Proficiency with Facebook and website management preferred.

Experience with bookkeeping in Quick Books or other similar financial management software preferred.

Capacity to quickly learn and become proficient with Rotary software DACdb.

Excellent oral and written communication skills.

Act and appear in a professional manner.

Strong organizational skills and attention to detail.

Able to adjust to a flexible schedule when needed.

Able to work independently in an efficient and timely manner.

Ability to travel between office and meetings and/or special events.

Able to maintain confidentiality of Club and member information.

Able to lift 35 pounds.

If interested, contact the Susie Stockman at 309-691-3553 or susie1026@comcast.net

JOB FUNCTIONS

Executive Secretary of the Rotary Club of Peoria

Office Administration:

- Act as liaison to vendors, Rotary International, District 6460 as appropriate.
- Maintain membership and constituency lists as well as member attendance documentation.
- Document, secure, and communicate any financial information with Financial Manager.
- Maintain Club records – electronic and hard copy as needed.
- Maintain inventory of office and Club supplies.
- Maintain office and security equipment and use properly.
- Support the Financial Manager with Accounts Receivable bookkeeping tasks.
- Maintain office cleanliness.

Administrative Support to the Board of Directors and Club committees.

- Attend Board meetings and Club committee meetings as requested.
- Assist with preparation of agendas, sending out notices, etc.
- Assist with development and scheduling of meetings, events, committee and Board tasks.
- Maintain records in Rotary Club Central and track club activity in support of District and Rotary International grants and awards.

Administrative support to weekly Club meetings.

- Act as liaison to food vendor and host site(s) manager.
- Assist President with development of meeting agenda and communication with program participants.
- Assist with audio/visual equipment as are able.
- Set up registration table and badge boards.
- Insure all meeting supplies are available.
- Staff registration table with a Board representative to welcome guests, monitor attendance, collect fees, reconcile financial transactions.
- Provide President with lunch tickets for attendance drawing.

Manage Club newsletter and electronic communications:

- Handle all forms of communication – in-person, phone, mail, email, etc.

Publish the Green Light, the weekly Club newsletter.
Maintain and update the Club website; post weekly stories to the website Blog.
Send email notices to Club members as directed.

Administrative support to Club special events.

Meet with committees, as requested, to assist with minutes and/or attendance documentation;
working with vendors and/or ordering supplies, etc.
Assist with budget development and other financial documentation.
Attend events as required.
Assist with documentation of event in order to provide historical assistance for possible
subsequent events.
Serve as event coordinator for the annual Sterling Merit Banquet.

Assistance to District 6460 and Rotary International tasks.

Assist members with personal donations to The Rotary Foundation and/or the
Rotary Club of Peoria Endowment Fund at the Community Foundation of Central IL;
Document such donations for Board information.
Direct communication from the District or RI to appropriate members.
Assist with District or RI activities.
Attend District or RI events as directed.

Other: Approximately 20 hours/week at \$14-16/hour DOQ

Working hours include:

Fridays – regular club meetings – 11AM – 1:30 or 2:00
Board meetings are 7:30 – 9:30 AM the third Wed of every month.
Club office is generally staffed 9:30AM – 2:00PM Mondays, and
other office times/days will be determined upon hiring.

Free Parking.

Office air-conditioned

Pay periods are every two weeks.

Club meetings are usually cancelled the week of Thanksgiving, Christmas, New Year's, and
Good Friday.