

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 Susie Stockman at 309-691-3553 or susie1026@comcast.net