

## Traverse City Rotary Club Administrator – Part-time 20-25 hours/weekly

If Service Above Self is a motto you live by, this is a job for you. As the club administrator you will serve as the point person for organization and communications keeping the mission of Rotary International in the forefront including service to others, promote integrity, advance world understanding, goodwill and peace through fellowship of business, professional, and community leaders.

If you enjoy the process of creating and improving the way information is organized, serving others, and are an excellent communicator – keep reading and we look forward to talking with you!

### Primary Job Responsibilities

- Effective and informative communications with all club members. Club members will know what is happening, where to find information, who to call with questions, and have questions answered. Specific tasks include but are not limited to: Weekly, monthly, and quarterly email newsletters.
- Point person for club board members. Duties include recording and distributing minutes at board meetings and organizing/storing information for easy access.
- Facilitate the organization of club events including weekly meetings and some special events in support of event committee.
- Organize club document record keeping, organization and communications across club committees. Serving as the communications center point.
- Possess and continue to grow knowledge of the Rotary organization regionally, nationally and internationally.
- Serve as administrative liaison with Rotary Charities Finance team member. Duties may include entering accounts payable and receivables. Includes tracking membership receivables and ensuring status is up to date.

### Job Requirements

- Experience working with and ability to learn various computer applications.
- Customer service is a priority to include active listening, follow through, speaking, writing, and actively looking for ways to help people.
- Effective communications with board members, club members, community at large on the telephone, in person, written and email.
- Establish and maintain trusting and respectful interpersonal relationships.

### Benefits

- Competitive hourly pay rate
- Paid time off
- Flexible work schedule
- Ability to work independently and remotely, with approval
- Perform work that serves a purpose to better the world

Email resume and cover letter telling us why this position is for you: [tcRotary.noonclub@gmail.com](mailto:tcRotary.noonclub@gmail.com)