

The Rotary Club of Rochester
Club Office Administrator Job Description
April 1, 2021

The Rotary Club of Rochester's Club Office Administrator independently manages the Club's office by coordinating the administrative, financial, and clerical operations for the Club. The position reports to the Club's President and receives guidance from the Club's Board of Directors, Rotary District 5960, and Rotary International.

Responsibilities include but are not limited to:

- Assisting the Club President and the Club's Board of Directors in fulfilling their duties:
 - Coordinating the weekly online and/or in-person Club meetings, which are held each Thursday, including assisting the Club President in setting the agenda and coordinating the meeting's speakers.
 - Coordinating and participating in the monthly Board of Directors meetings, including setting the agenda with the Club/Board President, preparing documentation, circulating various committee reports needed for the meeting, and taking meeting minutes.
- Assisting the Board of Directors of the Club and the Club Foundation, Service Area Chairs and Committees with coordination of the events and activities.
- Assisting Club membership with special events, functions, and meetings of the Club.
- Administrative management of the business functions of The Rotary Club of Rochester in coordination with the Club's Treasurer. This includes making deposits, paying approved invoices, maintaining financial records, and creating financial reports.
- Assist the Public Relations and Marketing Committee by getting information out to members.
- Serve as the key Rotary information resource for members and others.
- Provide administrative support for the annual Rotary Holiday Classic basketball event. Support includes, but is not limited to, assisting co-chairs and committee members in planning the event and being on-site during the event the last week of December to provide administrative support. Ongoing tasks include setting up and attending monthly planning meetings, taking, and distributing minutes and documentation to committee members, corresponding with sponsors and advertisers with the event, communicating with coaches / school administrators of the teams participating in the event, as well as promoting and creating a positive experience for those attending and associated with the event and Rotary as a whole.

The ideal candidate's qualifications should include:

- Office and project management skills, including experience with Microsoft Office and Google platform, accounting software, virtual meeting and social media platforms, and the ability to learn the Club's membership, communication, and Web platform.
- Associate degree or equivalent work experience is preferred.

- Experience in a not-for-profit, volunteer-led organization preferred.
- Ability to prioritize, manage, and oversee office activities independently and effectively.
- Ability to communicate effectively both orally and in writing.
- Understanding of office management systems and procedures.
- Ability to work with individuals with a variety of work styles.
- Ability to exercise independent judgment.
- Ability and commitment to work as a team member.
- Effective in developing positive relationships with members, vendors, and persons with whom there is contact in performance of duties.

Employment Details

- This is a home-based, 20-hours per week, salaried position requiring regular business hours, including set hours each Thursday. Salary to be commensurate with experience.
- Paid holidays if the following holidays are a regular workday: Memorial Day, Labor Day, Independence Day, Thanksgiving, Christmas, New Year's Day.
- Up to 40 hours of Paid Time Off (PTO) each Rotary year which begins July 1 and ends June 30 – PTO is accrued based on actual hours worked.