

Rotary District 5370 Edmonton, Alberta

Job Posting for Office Manager Position

The Rotary International District 5370 is looking for an Office Manager to provide support and assistance to the District Governor, Board of Directors and its membership.

Are you looking to be part of an organization that is helping to change the world locally and Internationally?

Are you a team player looking for work that is exciting, fun and continually changing?

Are you a life long learner, looking for a position with an opportunity to learn new skills?

Are you a people person who loves to work with amazing volunteers and mentors who are truly making a difference?

If so, we want you to apply if you have these proficient skills and experiences:

- Using Computers, Outlook and Quick Books
- Comfortable using Social Media and assisting with Website updates
- Office organization, administration and book keeping experience
- Special Event planning and coordination experience
- Experience supervising staff
- Enjoy working as a valued team member, communicating and supporting many volunteers with diverse personalities

Other assets we are looking for, someone with:

- Strong communication and writing skills
- Ability to multitask, prioritize requests and meet deadlines
- Ability to learn and trouble shoot office systems
- An understanding of Rotary International

Key Responsibilities include:

- Supporting the District Governor, Board of Directors and the Rotary Membership
- Supporting the District Treasurer to manage District Funds
- Ensuring the efficient operation of the District Office
- Providing administrative support for Rotary District Events
- ClubRunner website support and maintenance, also providing guidance to members using the system

Other information:

- Rotary District 5370 is an Inclusive employer
- This individual works in a comfortable and safe environment
- 37.5 hour work week, occasional evening and weekend work
- Full Compensation and Benefit Package

Applicants apply with a cover letter indicating why you are interested, what you will bring to this position and include your personal Curriculum Vitae.

Deadline for applications is Friday December 6th, 2019 at 4:00pm.
Please submit your cover letter and resume to resumes@rotary5370.org