**District Administrative Assistant**

**Job Description**

**Purpose**

To provide secretarial administrative support to District 6270, the District leadership and District Rotary Clubs. Occasional evening and weekend work, may be requested.

**Qualifications**

Proficient in computer skills utilizing a variety of software programs. Including a variety of Social Media tools.

Excellent problem solving skills.

Willingness to work with a variety of individuals.

Basic Rotary knowledge helpful.

Has computer hardware and software to do position work.

Willingness to travel to events and meetings

**Roles and Responsibilities**

* Prompt response to email inquiries, with appropriate referrals to answer the inquiry
* Works with supervision / direction of the District Governor and other District leaders.
* Posts information to the District website and Facebook accounts and other social media as directed.
* Maintains and updates the District website, District Calendar, site pages from Club Runner and other electronic accounts of the District.
* Maintains and updates the District records.
* Assists club officers with maintenance of club leadership and membership records.
* Develop and distribute announcements, invitations, flyers, etc., relating to trainings (Spring Training Date, Fall Training Date), social events (Holiday/Thank you, Changing of the Guard), and activities (Foundation Dinner, Grant Management Session) of the District.
* Developed and provided for distribution of a District newsletter, as needed.
* Collect registration / reservation information and compile data of the registrations. Make name tags. Attend if requested.
* Support registration process when District (solo) hosts a District Conference.
* Collect and compile information to produce a District Directory. Work with directory publisher during production phase.
* Attend and report at District Executive Committee meetings.
* Attend training dates and others when asked to provide administrative support to the event.
* Serve as a Club Runner educational resource to clubs requesting assistance.
* Collects the Club information to maintain a club officer list for district usage and for MW PETS in regards to role as Club President Elect and President Elect Nominee.
* Provides contact information to others when request is approved. Such as WAS.
* Other administrative tasks as requested or assigned.