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**Rotary Club Charlotte Executive Secretary**

**Job Description**

**Location: Charlotte, NC**

**Remote Option: Yes**

**Hours: 30 per week**

**Summary:**

We are searching for an Executive Secretary to serve as the primary administrative liaison between the Rotary Club of Charlotte, Rotary District #7680, Rotary International, and the officers and members of the Club. You will be responsible for providing administrative support to the President of the Rotary Club and the Board of Directors, comfortably communicating with members, and flawlessly handling confidential and critical details. The ideal candidate will have experience supporting high-level executives and should be well organized.

**Performance Expectations:**

Weekly Meetings

* Attendance at the weekly meetings, Tuesday midday, is mandatory.
* Prepare agenda; verify weekly assignments; forward advanced copy to all involved in the meeting; prepare head table tent cards
* Provide sign-in sheets for visitors/guests and ensure petty cash is available for visitor check-in desk
* Check-in members through District Database; enter visitor names for billing purposes
* Interface and coordinate with Hotel staff

Administrative

* Handle all correspondence, email, phone calls, website and membership requests
* Process new member applications (assign classification, board approval, post in newsletter); schedule new member orientation and assist with that meeting
* Maintain member files in District Database software system
* Coordinate updates, photos, proofing, etc of the club’s Roster
* Maintain office equipment and purchase supplies
* Attend training, conferences, etc for District and Rotary International
* Help with District events upon request (Foundation Banquet, socials, etc.)
* Prepare club results for end of year awards through the District

Financial

* Work with outside CPA on review of club records

**What you need to be successful:**

* 5 years professional experience and/or a college degree
* Experience overseeing budgets and expenses
* Experience developing internal processes and filing systems
* Ability to function autonomously with little supervision
* Ability to interact and build relationships with club members and non‐members in a professional manner
* Excellent interpersonal and problem‐solving skills
* Excellent verbal and written communication skills
* Strong time-management skills and the ability to organize and coordinate multiple projects at once
* Proficiency in Microsoft Office and other office productivity tools, with aptitude to learn new software and systems (familiarity with DACdb a plus)
* Ability to keep company confidences