

Role: DISTRICT GOVERNOR ASSISTANT

Purpose: Provide support to the District Governor, part-time, working approximately 500 hours per year, based on District schedule and actual requirements, averaging approximately 10 hours per week.

Employment: Part time (independent contractor), working approximately 500 hours per year (based on District schedule and actual requirements, averaging +/- 10 hours/week), at a rate of \$15/hour.

Tenure: Three-year contract, and reviewed annually.

Start Date: June 21, 2021

Reports to: District Governor

Employer Profile: Rotary is a worldwide organization of more than 1.2 million business, professional, and community leaders.

Members of Rotary clubs, known as Rotarians, provide humanitarian service, encourage high ethical standards in all vocations, and help build goodwill and peace in the world.

Clubs are non-political, nonreligious, and open to all cultures, races, and creeds. As signified by the motto Service Above Self, Rotary's main objective is service — in the community, in the workplace, & throughout the world.

The District exists to support all respective clubs by inspiring fellow Rotarians, and serving as a resource that enables clubs to share their members' passions for positive change in communities locally and around the world.

Qualifications / Preferred Skills:

- Strong teamwork, interpersonal, social, and communication skills.
- Planning, marketing, and research skills.
- Organizational and administrative effectiveness.
- High level of computer and social media competency.
- Driver's licence, capable to travel across the District.
- Available during working hours and set hours during the day.
- Flexible, able to telecommute and work independently from home or office environments.
- Creative

Duties: Responsibilities may include, but not be limited to:

- Assist with managing district governor correspondence and calendar.
- Assist with drafting governor communications, as required.
- Liaise with committees as directed by the Governor to set up meetings, coordinate activities at the direction of the governor.
- Provide other assistance as may be requested by the Governor.
- Help maintain continuity upon succession.
- Assist with creating and analyzing G-team surveys.

If you are interested in this opportunity, please forward your resume to jananeesnathan@gmail.com.

Rotary District 7080 would like to thank all applicants for their interest, however only those candidates selected for an interview will be contacted.

Application Deadline: Friday, May 21, 2021