District Executive Assistant Announcement

Rotary District 5400 is looking for candidates to support the District as Executive Assistant. The Executive Assistant will maintain the permanent office for District. The Executive Assistant will:

1. Assist the District Governor/District Leadership Council in budget preparation, scheduling, conference planning, and ensuring deadlines are met.
2. Assist the District Treasurer with maintaining District financial records and budget.
3. Assist the District Secretary with maintaining district records of official meetings and other important data.
4. Assist the District Governor Elect with preparing for a successful PETS.
5. Assist the Past District Governor with nominating and selecting candidates for District Governor.
6. Assist the District Rotary Foundation Chair with reports to RI, seminars/reception, and tracking members eligible for Paul Harris matching funds.

**Required Qualifications**

1. Good written and oral communications skills
2. Strong organizational skills, including the ability to plan and ensure plan elements are successfully achieved.
3. Knowledge of basic business record management including accounting, filing, minutes and general business files
4. Proficient in required and specific computer skills

**Desired Qualifications**

1. Experience in volunteer leadership
2. Experience in staff work for volunteers
3. Knowledge of Rotary
4. Knowledge of the District 5400, including the Leadership Plan

We believe that this position will require about 10-12 hours per week. There will be weeks with significantly more activity and other weeks with limited activities.

Please help in identifying candidates that would be dedicated to the Rotary mission and could provide continuity for the District Leadership. For more information (job description, etc), contact Jim Hogge, District Governor Elect, at [jhogge@boisestate.edu](mailto:jhogge@boisestate.edu). We will accept resumes until May 10, 2016.