

Rotary Club of Knoxville
Club Administrator Job Description
Updated: May 2022

Summary

The ideal candidate will help maintain the Rotary Club of Knoxville's ("RCK's") strong community presence and will deliver the value of RCK to members. The ideal candidate will excel in organization, time management, professionalism, communication, self-motivation, and commitment to the ideals of Rotary.

Essential Duties

- Assists Club President in effective administration and implementation of RCK's policies and procedures.
- Interacts with a variety of constituencies including the Board of Directors, Committee Chairs, RCK Members, and District & International Representatives.
- Communicates District & International policies, programs, and procedures to the Club President, the Board of Directors, and the RCK Members.
- Facilitates weekly RCK meetings, monthly Board of Director meetings, and other meetings/service projects. This includes space and equipment reservation, coordination of guests and speakers, and management of required technology platforms (Zoom, PowerPoint, etc).
- Develops and publishes the weekly RCK meeting agenda and the weekly RCK newsletter.
- Maintains RCK records, including RCK Member Directory and RCK archives.
- Assists RCK Treasurer with bookkeeping responsibilities.
- Assists RCK Committee Chairs with special projects including scholarship and teacher of the year applications.

Requirements

- Ability to work without close supervision.
- Proficiency with technology and social media.
- Excellent oral and written communication skills.
- Proven ability with Microsoft Office.
- Attendance at various Rotary District & other meetings that may require occasional travel and/or weekend or nighttime hours.
- Ability to handle sensitive information with the highest degree of integrity and confidentiality.
- Ability to plan, organize, and follow through on multiple projects with a high degree of accuracy.
- Ability to meet deadlines, and communicate successful completion.
- Willingness and ability to be flexible and responsive.
- Ability to be on one's feet for extended periods of time. Ability to lift 30 pounds as well as stand, walk, carry and reach, operate a motor vehicle, and work both indoors and outdoors.

Classification

This is a regular, full-time, exempt position with occasional evening and weekend hours, reporting to the Rotary Club of Knoxville's Personnel & Club Office Committee.

To apply: send resume and cover letter to secretary@knoxvillerotary.org .