



## **Club Coordinator of the St. Paul Rotary International Club #10**

**Reports to:** St. Paul Rotary Club #10 President

**Summary:** St. Paul Rotary serves the St. Paul community and the world. The Club Coordinator is a contactor primarily responsible for planning all events for the club. These events include bi-weekly signature meetings, bi-weekly 501 Inspiration meetings, Education Day, Alumni, Day, Camp RYLA, Rotation Day, as well as, Club board meetings, Club service events, and other Club special events. As a part of these events and activities this contractor will manage the information on its social media accounts. In addition, the Club Coordinator will support the St. Paul Rotary Foundation's events, activities, meetings, and all related activities.

### **Responsibilities and Duties:**

- Maintain and update events schedule on the club website
- Facilitate meeting and event logistics, including collecting payments in meetings, such as, flex meal payments and happy dollar donations
- Attend all Club #10 meetings and Club #10 Rotary events
- Coordinate meeting venues and advise on venue contracts
- Coordinate and attend St. Paul Rotary Board of Directors meetings
- Monitor weekly membership surveys from events and report to the Membership and Club Experience Team feedback and trends
- Utilize the Rotary website, social media to showcase Club events and activities and to promote St. Paul Rotary
- Prepare and distribute the HUB, the Club's weekly newsletter, to promote upcoming events and summarize past Club events and activities
- Attend Club and Foundation committee meetings, as requested
- Maintain Club supplies and inventory and order new supplies and equipment, as needed for Club events, activities, and operations.
- Purchase necessary items using Club credit card and submit expense requests using Club's FormSite Web page.
- Make sure that all invoices received are approved by the Club treasurer and submitted to the Club Bookkeeper for payment
- Provide support to the St. Paul Rotary Foundation for its events, activities, meetings, and charitable activities
- Organize, distribute, and maintain club documents, such as board meeting documents, in one central location
- Support communications, financial, and administrative functions of Club #10 and the St.

Paul Rotary Foundation

- Maintain Paul Harris and Elmer Anderson rosters and contribution histories as a part of Foundation and recognition events
- Collect all payments made to the club, including those that are sent to Club mailbox, and deposit payments to the Club bank account
- Process all new member paperwork
- Maintain Club Runner and the Club Website with all accurate club and member information and prepare and submit reports for Rotary International and the District, including semi-annual reports of membership to R.I

**Proven Experience and Skills:**

The ideal candidate will be an experienced event organizer, highly organized, detailed focused, self-starter who is a strong relationship builder. Experience with Rotary, another member-based service organization, volunteerism, databases, marketing, fundraising or another similar field is a plus.

**Compensation:**

The Club Coordinator is up to 20 hours per week on average, \$25-\$30 per hour.

**To Apply:**

Send cover letter and resume by email to Michael-jon Pease at [michaeljonpease@gmail.com](mailto:michaeljonpease@gmail.com).

Applications will be accepted until position is filled.