 **Job Description: District Administrator**

**Position Summary**

The District Administrator provides administrative support to the Rotary District 5500 Leadership Team and District Clubs. The District Administrator serves at the direction of the District Governor. The District Administrator is an employee and will be paid for actual hours worked, not to exceed 20 hours per week unless approved by the District Governor.

**Major Responsibilities and Duties**

1. **Manage the District 5500 Operations:**
	1. Ensures physical and electronic records are maintained according to the District’s Records Retention Policy in the District “online” account.
	2. Responds to inquiries /questions via email and telephone.
	3. Manages District mail sent to the District PO Box.
	4. Assists the District Governor with developing official club visits.
	5. Orders District supplies, pins, badges, etc.
	6. Assists event registration activities with the district registrar.
	7. Sends official District emails and meeting reminders.
	8. Maintains updated email distribution lists.
	9. Ensures that clubs are electronically integrated/synchronized with RI, through DACdb.
	10. Maintains an updated organizational directory of District committees and club leaders.
	11. Attends District events and meetings as requested by the District Governor and follows-up on related action items.
		1. Assist with planning, logistics and management of District events as directed by the District Governor.
	12. Is the point of contact for reimbursements submitted from members, working with the District Governor and the Treasurer.
	13. Is a member or will become a member of a District 5500 Rotary club within three months of hire.
2. **Website, Social Media, and Zoom:**
	1. Ensures content on the District website, social media, and DACdb is kept current.
	2. Receives articles and notifications from district officers and clubs; and composes and distributes the weekly “Impact” newsletter.
	3. Receives articles from district officers and clubs; and composes and distributes the quarterly “Rotary in Action” newsletter.
	4. Manages the District Zoom account(s) and meetings.
	5. Maintains an updated event calendar on the website and DACdb.
3. **Club Services:**
	1. Ensure Club officers are listed in the RI database.
	2. Assist Club leaders with DACdb access.
	3. Monitors and reports on the status of the payment of club dues to R. I.
	4. Maintains a positive and professional relationships with Club and District leaders.
4. **Qualifications**:
	1. A minimum of a high school diploma and 3+ years of experience.
	2. Strong computer/internet skills and proficiency with Microsoft Office and Google Docs products.
	3. Use of on-line publishing tools like Canva and FlipHTML5.
	4. Excellent verbal and written communication.
	5. Self-starter and be able to work individually on a project and/or in a team environment.
	6. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
	7. Establishes and maintains effective interpersonal relationships.
	8. Previous experience in a position requiring similar skills is preferred.