**Executive Secretary**

Lions Clubs International Multiple District 5M

**Organization Summary**

Multiple District 5M, second largest Lions Clubs International District in North America consisting of 20,400 members serving local communities in Minnesota, Manitoba and Northwest Ontario, while meeting humanitarian needs, encouraging peace, and promoting international understanding through 637 Clubs is seeking an Executive Secretary.

**Location:** Minnesota **Closing Date:** July 15, 2020

**Job Type**: Part Time **Job Category:** Administrative Support Services

**Salary:** $30,000 - $35,000

**Primary Duties:**

This position reports to the Council Chair with direction of the Council of Governors. Executive Secretary shall perform such duties as specified or implied by the Constitution and By-Laws of MD5M. This position provides direct administrative support to volunteers. These duties include but not limited to receiving correspondence, receiving and depositing funds, preparing checks, maintaining financial accounts, books, and records of MD5M, serve as an ex-officio member of standing and appointed committees of the Council of Governors and shall generally assist the Council of Governors in conducting the business of MD5M.

**Qualifications:**

The successful candidate will be a self-starter, extremely organized, have strong writing and verbal communication skills, Microsoft Office skills and have keen organizational and time management skills. This job requires local and international travel. Candidates must have the ability to lift up to 50 lbs. and must be bondable. The successful candidate must be able to pass a background check.

**Experience:**

The ideal candidate will have a track record of getting things done, experience with working with volunteers and boards, experience with QuickBooks and budget management. Work experience in Association management preferred but not required.

**Additional Info:**

For specific tasks and duties visit MD5M Bylaws and the MD5M Policy manual. Specific sections are available below and the entire documents are available from the MD5M Website:

[MD5M Bylaws Article 1 Section 4](http://e-district.org/userfiles/791/file/ES%20Search/MD5M%20ByLaws%20Article%201%20Section%204%20(20170422%20rev_).pdf) [MD5M Policy Manual Section VI, Chapter 7, Subsection A](http://e-district.org/userfiles/791/file/ES%20Search/MD5M%20Policy%20Manual%20Section%20VI%20Chapter%207%20Subsection%20A%20(20190426%20rev_).pdf)

To learn more about MD5M and to download our job application, please go to our website at: [www.Lionsmd5m.org](http://www.Lionsmd5m.org)

To learn more about Lions Clubs International, check out the website at: [www.lionsclubs.org](http://www.lionsclubs.org)

**How to Apply:**

If this position excites you, send a cover letter with your resume and job application to: CC Rob Rand, 6600 Lyndale Avenue South #600, Richfield, MN 55423 or via email at [robrandmn@gmail.com](mailto:robrandmn@gmail.com)