Rotary International District 5300

REQUEST FOR PROPOSALS

Position of District Administrator - Part-time

REPORTS TO: District Governor

JOB DESCRIPTION: Provides complicated and varied professional administrative and clerical tasks, in support of the position of District Governor and District operations, and manages the activities of a virtual or real District Office.

HOURS OF WORK: Status to be that of an Independent Contractor
Hours worked not to exceed 30 hours per week, without District Governor approval in advance; expected workload to be 20 hours per week currently
Schedule to be determined by Contractor; however no guarantee of weekly hours – compensation will vary month to month
Attendance and support at certain meetings as needed (to be determined by the District Governor)

PAYMENT: Within 20 days after receipt of invoice for hours worked attached to a monthly report of activities conducted. Besides hourly remuneration, a reimbursement for use of office supplies, fax, high speed internet line, telephone and other required equipment shall be paid. Amount to be negotiated. Includes reimbursement of certain event registration fees and mileage reimbursement for attendance at events (as determined by the District Governor).

DISTRICT OFFICE: to be provided by Independent Contract within the geographic boundaries of Rotary District 5300, without cost to District. A place where posted mail can be received, telephone calls, and faxed and e-mail communication will be received.

GENERAL RESPONSIBILITIES:

1. Administration:

A. Maintain communications between District Governor, District leadership team, Club leadership and Rotarians as appropriate
B. Acts as a Resource on District programs, projects and activities for Rotarians and non-Rotarians by providing telephone assistance, and information to appropriate District Rotarians
C. Conducts regular e-mail communication
D. Conducts mailings as needed for District events & activities
E. Scheduling use of District equipment
   1. Maintain inventory and liaison with District Quartermaster
F. Attending meetings as requested for coordination of District functions
G. Internet assistance to District Webmaster with calendar, contents and posting of information
H. Creates and maintain a comprehensive filing system
I. Maintains permanent copies of District legal documents
J. Assists District Attendance Secretary with data base management and reports
K. Maintains and updates the District membership data-base for inclusion in the District Directory

L. Leadership Team and District Committee Meeting support

a. Prepare meeting materials, notebooks, etc. as required by District Governor and District Governor Elect for Leadership Team meetings/PETS/training etc.
b. Assist District Committee Chairs in organizational matters as needed and as assigned by the District Governor

M. Editing and Writing

a. Assist District Governor in preparing PowerPoint presentations
b. Perform other tasks as requested
c. Coordinates with/Assists the District Newsletter Editor

N. Financial

a. Record and deposit District funds
b. Coordinate timely payment of RI and District dues with District Treasurer and District Bookkeeper; Assists/works with District Treasurer and Bookkeeper as needed or required.
c. Assist in the filing of RI expense reports for District Governor
d. Work with District Committees for accurate financial control and reporting
e. Order and purchase of supplies for District activities and office

KNOWLEDGE, SKILLS, and ABILITIES:

1. Solid understanding of Rotary and it's principals/philosophy
2. Solid understanding of District 5300 programs, projects and activities
3. Demonstrated organizational skills and attention to detail
4. Strong communication skills
5. Demonstrated team player and able to interface well with volunteers
6. Strong, proven writing skills
7. Experience using Microsoft WORD, EXCEL, PowerPoint, MS Outlook/Scheduling and Internet navigation
8. Demonstrated initiative and ability to multi-task, prioritize and meet deadlines
9. Ability and willingness to work with District Governor

The Independent Contractor selected as the best candidate of those applying will work closely with the District Governor and District Governor-Elect as well as with the current District Office staff 2006-07 to ensure a smooth transition.

Those interested candidates shall respond in writing with the following:

A cover **letter of interest.**
A **resume** of past and current work experience including and highlighting Rotary-related volunteer or work experience
References that can attest to the qualifications of the candidate
A **written proposal** as to how and where the work will be conducted – ie. home office, or a room in a business office with all attendant equipment including a description of how this employment will fit in with ongoing work, family and/or volunteer or other Rotary commitments
A **cost proposal of hourly rates**
An **anticipated cost recovery proposal** for office supplies, phone lines: including high speed internet, cell phone, dedicated District 5300 phone line and voice mail capabilities, and any other. Mileage reimbursement for attendance at required District meetings and events will be paid additionally.
Include any **additional relevant information** that will help the Committee.

Those candidates deemed most qualified by a selection committee will be contacted to come to an oral interview. The successful candidate will need to be bonded (at District expense).

The original term of a letter agreement will be for the remaining months in the Rotary 2006-07 (fiscal year) <u>and</u> the full twelve-month period of Rotary year

2007-08. Annual renewal of services will be determined before June of each year pending a satisfactory performance evaluation.

Qualified persons should submit a written proposal including the sections indicated above *not later than February 10, 2007* to:

District 5300 Governor-Elect Charles Barr
P. O. Box 1543
Laguna Beach, California 92652

Questions can be emailed to DGE Charlie Barr at dgcmb07-08@mindspring.com or by calling 949-494-5529 prior to the deadline for receipt of applications.