

# Conroe Noon Lions Club-Assistant Secretary (Part-time)

Monday-Thursday 9am-3pm (Occasional prescheduled Friday, evening and weekend commitments)

Salary range:\$15-\$17/ hour based n experience

## JOB SUMMARY:

The Assistant Secretary reports to the Conroe Noon Lions Club Executive Secretary. The position provides general administrative and program assistance to the Conroe Noon Lions Club, and is responsible for assisting with the day-to-day business of the club office. Using a range of clerical and administrative skills, the position provides support for all club meetings and activities. Position requires the ability to multi-task, as well as proficiency in Microsoft Office Suite, a basic knowledge of accounting and the ability to learn Quickbooks. Effective oral and written communication is essential, and ingenuity and independent thinking with general supervision is required.

## JOB SCOPE:

Under the direction of the Executive Secretary, serve as secondary contact for Conroe Noon Lions Club and Eyeglass Center, assisting with everyday administrative business, social media/ website maintenance and updates, creative marketing, mailings, meeting support, copies, filing, maintaining records and other general administrative support.

## PRINCIPAL DUTIES & RESPONSIBILITIES:

The listed duties are essential job functions that the position is responsible to perform. The list of duties is not exhaustive. The Assistant Secretary may be called upon to perform any task that is implied from the listed duties or is within the scope of the job summary and other duties as assigned by the Executive Secretary. It is necessary to be accessible and flexible for "on call" matters of importance and/or emergencies. Attendance and punctuality are essential.

1.	Assist with day-to-day office processes.
2.	Provide administrative and program support for the Club and Eyeglass Center including fundraising efforts, service opportunities, meetings, activities and events.
3.	Design and implement marketing materials including website and social media updates, flyers, club meeting slide shows and other necessary means.
4.	Assist with maintaining club records, statistical data and appropriate documentation to maintain good standing within District 2S2 and LCI.
5.	Act as liaison with District 2S2, community, school district, private and public organizations.
6.	Communicate issues and opportunities with the executive secretary.

Signed: \_\_\_\_\_  
Assistant Secretary

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Executive Secretary

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board President

Date: \_\_\_\_\_