OHIO LIONS • MULTIPLE DISTRICT 13

NOW ACCEPTING APPLICATIONS

MULTIPLE DISTRICT SECRETARY

Are you organized, dependable, detail-oriented, and passionate about supporting a service organization for Ohio following the mission of Lions Clubs International? Lions Club International is the largest service organization in the world. Ohio has approximately 8800 members.

Ohio Lions Multiple District 13 is seeking a dedicated, professional, and motivated individual to serve as Multiple District Secretary, supporting the Council of Governors made up of seven districts, Council Chair, district leadership, and statewide administrative operations.

Key Responsibilities

- Provide administrative support to the Council Chair and Council of Governors of MD13 Ohio Lions.
- Prepare meeting agendas, minutes, reports, and official correspondence.
- Coordinate communications across Ohio's seven Lions districts.
- Receive, process, and ensure timely payment of bills and invoices in accordance with established financial procedures.
- Maintain accurate financial documentation, administrative records, and electronic files.
- Track deadlines, assignments, and required reports. Ensure timelines are met.
- Assist with Council meetings, State Convention, Winter Retreat, and other multiple district and other Lions events.
- Support smooth transitions between incoming and outgoing leadership.
- Transport, set up computers/projectors/screens for presentations, other items, as required.
- Respond to inquiries or send it to appropriate person(s) to respond.
- Handle incoming/outgoing calls, providing information, directing calls and delivering excellent customer service.
- Work with Committee Chairpersons and other Lions/Leos.
- Work will be performed under a flexible work schedule, when required, such as Council of Governor meetings, conventions, forums, etc.
- Must be able to lift and transport 50 pounds.
- Perform other duties as assigned.

Ideal Candidate Qualifications

- Excellent organizational, time-management, and communication skills.
- Proficiency in Microsoft Word, Excel, email, and digital recordkeeping.
- Experience with bookkeeping, accounts payable, or financial administration.
- Ability to work independently, prioritize responsibilities, and meet deadlines.
- Professionalism, confidentiality, integrity, accountability, and a collaborative attitude.
- Knowledge of Lions Clubs International or willingness to learn.
- Excellent phone, computer, and customer service skills.
- Flexible work schedule hours/days for Council of Governor meetings, state convention, USA/Canada Forum, Winter Retreat, Lions International Convention, etc.

Previous Lions leadership experience is beneficial, but strong administrative skills, dependability, and a commitment to service are equally important.

Why This Position Matters

The Multiple District Secretary helps keep Ohio Lions organized, informed, and moving forward. We seek someone who takes initiative, anticipates needs, solves problems, and helps our leadership team succeed.

How to Apply

Complete the Ohio Lions MD 13 Multiple District Secretary Application and submit it by the deadline below.

APPLICATION DEADLINE: JANUARY 15, 2027

Submit to: Council Chair Rachelle Powers

lionrachelle18@gmail.com