

## **Greetings Kiwanians:**

It is with regret that I accepted Lanton Lee's formal resignation from the office of District Secretary/Executive Director effective September 30, 2021. We wish Lanton all of the best in his future endeavors and thank him for his service to the Ohio District of Kiwanis these last three years.

Lanton's departure creates an opening for the role of District Secretary. In consultation with the Finance and Structure committee, I have created an ad hoc committee to handle the search and selection of our next District Secretary.

Past Governor John DeVilbiss will chair the committee.

In Service,

Jamie Kaufman  
2020-21 District Governor

## **JOB OPENING ANNOUNCEMENT**

The Ohio District of Kiwanis International is seeking applications from interested individuals for the following part time position. The position will average between 25-30 hours per week including some evenings and weekends.

### **District Secretary**

This person will have the responsibility of overseeing the administrative operation of the Ohio District of Kiwanis International, including but not limited to, record keeping, financial operations and reporting, the writing and maintaining of District Bylaws, policies and procedures, monthly newsletter publication, and meeting/event planning. This position will also provide support to Ohio Kiwanis clubs, Ohio Kiwanis committees, Ohio District officers, and Ohio Kiwanis Service Leadership Programs on administrative matters. This person will serve as an administrative liaison between Kiwanis International and the Ohio District.

Qualifications for this position include strong communications skills; basic financial/bookkeeping knowledge; proficiency with Microsoft Office, Google Suite Applications, and video conferencing systems such as Zoom; and experience

with meeting and event planning. The individual should be organized, detail and deadline oriented, self-motivated, and possess the ability to work independently. This position will work in an office or remote setting with some travel around Ohio and possibly beyond for Kiwanis related events. Compensation is anticipated to be on a salary basis.

This position will report to the Ohio Kiwanis Governor and District Board, whose positions change annually. Pay for the position is negotiable and based on experience. If not already, it is expected that the person holding this position will become a member of an Ohio Kiwanis club. All interested parties are asked to send their electronic resume and cover letter to John DeVilbiss at [kiwanis@earthlink.net](mailto:kiwanis@earthlink.net) by July 30, 2021.