

Administrative Assistant – Multiple District 19 Lions Clubs

Location: Bellingham, Washington

Employment Type: Full-Time (40 hours per week, on-site)

Compensation: \$20²⁵ per hour (commensurate with experience)

About Us

Multiple District 19 (MD19) Lions Clubs represents Lions Clubs across British Columbia, Washington, and North Idaho. We are a service-focused nonprofit organization dedicated to empowering volunteers to serve their communities, meet humanitarian needs, and promote understanding and peace.

We are seeking a **dedicated and detail-oriented Administrative Assistant** to support our Executive Director, officers, and volunteers in maintaining smooth office operations and coordinating the many moving parts of our organization.

Position Overview

The **Administrative Assistant** is responsible for managing daily office operations, maintaining accurate publications and records, providing support for financial transactions, and providing administrative support to district officers and committees. This position plays a key role in ensuring the timely flow of information across the multiple districts and supporting Lions' mission of service.

This is a **full-time, on-site position** based in **Bellingham, WA**.

Key Responsibilities

Publications & Records

- Maintain and update statistical and contact records for Lions clubs, zones, and district officers.
- Prepare and publish materials including the MD19 Roster, Contests and Awards Booklet, Constitution & By-Laws, Officer Manuals, and monthly bulletins.
- Track and record club membership reports, donations, and awards.

Financial Administration

- Record club dues, donations, and paraphernalia sales.
- Prepare and distribute dues statements
- Maintain accurate records for both U.S. and Canadian accounts.

Officer & District Support

- Assist district officers and committee chairs with administrative tasks and program coordination.
- Attend and record minutes for Council of Governors meetings across MD19's geographic area.
- Prepare certification forms, election materials, registration books, and voting credentials for conventions and district conferences.

Membership & Club Support

- Maintain accurate officer records and prepare new club materials.
- Order supplies and awards through Lions Clubs International and vendors as needed.

Office Operations

- Manage mail, phone, and email communications; greet and assist visitors.
- Maintain filing systems, office inventory, and general supplies.
- Prepare tickets, registration forms, and communications for MD19 events.
- Support the Executive Director with other tasks and projects as assigned.

Valuable Qualities to have in this position

We're looking for someone who is:

- **Independent and resourceful**, with strong problem-solving skills.
- **Focused and detail-oriented**, able to manage information accurately.
- **Flexible and adaptable**, thriving in a dynamic environment.
- **Collaborative**, working well with the Executive Director and volunteers.

- **Confident in technology**, especially internet navigation, and Microsoft Office. Familiar with QuickBooks.
 - **Organized and dependable**, capable of managing multiple priorities and meeting deadlines.
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Qualifications

- Previous administrative experience (nonprofit experience an asset).
 - Familiarity with **QuickBooks** and general accounting processes.
 - Strong written and verbal communication skills.
 - Ability to attend occasional meetings or events within the MD19 region (WA, BC, and ID).
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Why Join Us?

This is a unique opportunity to be part of a legacy service organization with a positive impact across the Pacific Northwest and Western Canada. You'll work in a friendly, mission-driven environment where your organizational skills directly contribute to helping others.

To Apply:

Please submit your résumé and a brief cover letter outlining your qualifications and interest in the role.