

## REQUEST FOR PROPOSALS

Position: Part Time District Administrator

Status: Independent Contractor

Hours per week: Approximately 25 hours. Not to exceed 30 hours per week without Governor approval in advance.

### Overview

Position provides general and varied professional administrative and clerical tasks that support the position District Governor and District operations. Position manages the activities of a virtual or real District Office. Status to be that of an Independent Contractor.

### Contract Payments

The schedule will be determined by the Independent Contractor with no guarantee of weekly hours. Due to the varying demands of the position, compensation may vary month to month based on actual hours worked.

Payments are determined per contract. Monthly payments are based on a 25 hour work week for a base rate of \$2000.00 per month. Payments will be made within 10 days after receipt of invoice for hours worked. Invoices shall be accompanied by a monthly report of activities conducted.

In addition to hourly remuneration, reimbursement fees for use of a high-speed internet line, telephone, other required equipment/technology, and mileage (at a rate of \_\_\_\_ ) may be paid and will be discussed prior to hire. Mileage will include only those miles required to attend events as required by the District Governor.

Specific requirements include, but are not limited to:

- Attendance and support at certain meetings as needed (to be determined by the District Governor)
- District Office general responsibilities are outlined in the attached Scope of Services.
- Independent Contractor to provide a place where files may be stored, posted mail can be received, and communications via phone, fax, and email, within the boundaries of Rotary District 5300.
- The successful candidate will need to be bonded at his/her own expense.

### Knowledge, Skills, and Abilities preferred:

- Basic understanding of Rotary International and its principles
- Basic understanding of District 5300 programs, projects and activities
- Demonstrated organizational skills and attention to detail
- Strong, clear communication skills
- Demonstrated team player and able to interface well with volunteers
- Proven writing and basic accounting skills
- Experience using Microsoft WORD, EXCEL, MS Outlook/ Scheduling, Dacdb and general Internet navigation
- Demonstrated initiative and ability to multi-task, prioritize and meet deadlines.
- Customer-service orientation, with quick and accurate responses to requests.
- Ability and willingness to work with District Governor

The Independent Contractor selected will work closely with the District Governor and District Governor-Elect. Candidates that are active District 5300 Rotarians, or partners of Rotarians, will be highly evaluated.

### **Application instructions**

Those candidates interested in applying should respond in writing with the following documentation:

- 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, by whom and where the work will be conducted – i.e., 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 Rotary commitments
- An agreement statement to the hourly rate proposed or provide reasoning for any other method and amount of payment.
- An anticipated cost recovery proposal for the partial or full cost of phone lines: including high speed internet, cell phone, dedicated District 5300 phone line and voice mail capabilities, and any other.
- Include any additional information that will help the Committee.

Those candidates deemed most qualified by a selection committee will be invited to come to an oral interview at a time and place to be determined. To be considered, candidates must be available for the oral interview. (This might also be a GoToMeeting interview depending on number of applicants and/or the desires of the iTerview committee.)

The original term of the contract for services will be for the twelve- month Rotary year 2017-18. Annual renewal of services will be determined in May of each year pending a satisfactory performance evaluation. Interested, qualified persons should submit a written proposal including all required documents described above not later than

Questions may be emailed to [office@district5300.org](mailto:office@district5300.org) prior to the deadline date for receipt of proposals.