



Illinois State Council Knights of Columbus

<http://www.illinoisknights.org>

FROM THE OFFICE OF STATE DEPUTY

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Brothers,

It has been four months since Brother Don Lajoie, Executive Secretary, was called home to be with the Lord. In those four months I have been "learning" what has to be done and how it is done in our office operation. The most important thing I learned was that we have one heck of an office staff in Donna, Susan and Mary.

But now is the time to seek someone to fill the position as Office Manager for the Illinois State Council of the Knights of Columbus so that I can concentrate on my roll as State Deputy of Illinois.

Any Brother Knight who meets the requirements set forth in this posting who is a member in good standing may apply for this position by submitting a resume **and** providing details on experience and qualifications associated with the factors stipulated in this posting. This position is **full time** and will be **located** at the office of the Illinois State Council in **Kankakee**, Illinois. Pay is a **set salary** without benefits. Applicants should address the elements specified in this posting with details reflecting experiences and knowledge of the stated factors. Applications must be received by the State Deputy at state office in Kankakee **no later than May 23, 2010**, to be considered.

Office Manager Illinois State Council Knights of Columbus

Office Manager-The position of Office Manager reports directly to the State Deputy. All directives derive from the state deputy who collaborates with other members of the Board in determining what policy and assignments are to be taken up by the office and its staff. Work requires organizational abilities to coordinate critical processes involving financial documentation and controls; communication within the office and with the membership; and, an aptitude to use or learn computer applications supporting these processes. Staff resources are limited and the office manager is responsible for assessing innovative approaches to completing all tasks and making recommendations to the Board for suggested improvements especially during peak work times such as prior to district deputy organizational meetings (twice each fraternal year) and at convention. This position may be required to attend various meetings through out the year and State as directed by the State Deputy, such as the State Convention, District Deputy Meetings and any others as assigned.

What Works - Team Work

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Evaluation Factors

1. Knowledge, ability, and/or experience in organizational management including experience managing projects and working with people;
2. Knowledge and experience with the requirements and workings of the Knights of Columbus programming, membership and charitable activities especially state-sponsored and Supreme Council sponsored activities;
3. Knowledge and experience with basic accounting principles and supporting computer applications, e.g. QuickBooks and Access.
4. Knowledge, ability and/or experience with learning computer applications such as Microsoft WORD, ACCESS and EXCEL to support office streamlining efforts and to provide accurate analytical reports for the state elected and selected officers to assess trends and communicate important information to the membership;
5. Ability and experience working with people with a customer-centered mindset, i.e. being a good listener; composure under pressure; and, communicate on the phone or in person respectfully and professionally.
6. Must be able to lift and carry 50 lbs. This is in relationship to handling mailings from the office to the Post Office. Also, this is required for storing and maintaining historical and business data/materials and handling delivered packages to and from the office.

Reminder:

Any and all questions are to be directed to the State Deputy: and applications must be received by the State Deputy at state office in Kankakee **no later than May 23, 2010**, to be considered.