



Young Ladies' Grand Institute

A Catholic Women's Organization

GRAND SECRETARY ASSISTANT JOB VACANCY

General Job Description

- Provides clerical support to the Grand Secretary at the Grand Institute Convention.
- Attends sessions and other religious and social activities at the convention.
- Creates minutes that document what transpired during the sessions, masses and other social events.
- Reviews the minutes with the Grand Secretary prior to the following day.
- Prepares Proceedings of the Grand Institute Convention so that they can be distributed by the Grand Secretary at the Fall Board of Grand Directors' meeting.

Qualifications

- Strong computer skills
- Good organizational skills
- Ability to pay attention to detail
- Experience using Microsoft Office programs

Time Requirements

- Minutes - Duration of the Grand Institute Convention; i.e., July 14-18, 2024
- Proceedings – July to October so that the Grand Secretary can schedule printing to have the Proceedings ready for the Fall Board meeting.

Compensation

- Per Diem at Convention + \$250.00

For More Information

Contact Patricia McGuire, Grand Secretary at (916) 970-5127 (office), or email grandsecretaryyli@gmail.com with questions.

*Thank you for considering this opportunity to assist at our
upcoming Grand Institute Convention.*

I look forward to hearing from you!