

List of Key Responsibilities:

- Must be a 32nd Degree member in good standing of the Valley of Steubenville.
- Working knowledge of computer hardware and software applications including Microsoft Word, Excel and PowerPoint
- Responsible for all day to day operations of the Valley office including oversight of the Valley Executive Secretary Assistant. This would include payroll, taxes, rent and any other bills or financial or administrative reporting and records associated with the Valley operations.
- Work closely with the Valley Active (Deputy's Representative), Executive Chairman, Executive Board and all elected and appointed officers of all bodies to assure and maintain the day to day and ongoing operations of the Valley of Steubenville.
- Maintain the Valley records and reports for local use and for any reporting and information needed by OCD, and the Supreme Council of the Northern Masonic Jurisdiction.
- Responsible for the safety and storage of the archives of the Valley.
- Work closely with all Valley committees as needed or requested by the committee chairman
- Responsible for all documentation and reporting for monthly Stated and Executive meetings and to assist the presiding officer and Executive Chairman as needed
- Responsible for set up of all Valley meetings and events.
- Responsible for assisting in all scheduled Reunions including documentation of all new candidates and members passports, securing the necessary caps, jewels and regalia, scheduling dinners, and all other duties as needed for all degrees and ceremonies.
- Maintain scheduled office business hours (to be determined) to allow for personal meetings and business to be conducted by the general membership, officers, etc. and to maintain the general peace and harmony of the Valley.
- Maintain and assist in establishing the yearly fiscal budget for the Valley of Steubenville in conjunction with the Valley Treasurer, Financial Committee, Deputy's Representative and Executive Chairman
- Attend all meetings, training sessions and Valley events as scheduled or required by the local Valley, OCD, and Supreme Council of the Northern Masonic Jurisdiction.
- All other duties or responsibilities as determined by the Valley of Steubenville Deputy's Representative, Executive Committee, OCD, and the Supreme Council of the Northern Masonic Jurisdiction.