



SECRETARY/PROJECT MANAGER

The Secretary is responsible for maintaining organized communication, documentation, and project coordination for Ad 2 Orlando, ensuring efficiency across committees.

The ideal candidate is a detail-oriented communicator and a proactive planner who thrives on structure and follow-through.

Reports to: President

Requirements

- Excellent written and verbal communication skills
- Strong organizational and time management abilities
- Familiarity with project management tools (ClickUp)
- Comfortable with ecorrespondence and digital file management
- Confidence in following up with team members on timelines and deliverables
- Passion for keeping teams organized and on track

Responsibilities

- Record and distribute accurate agendas and minutes for all board and general body meetings
- Maintain records of meeting attendance, decisions, and action items
- Manage and distribute meeting agendas and calendar invites
- Organize and archive official documents, timelines, and board materials for Club Achievement
- Assist with project coordination by tracking tasks, deadlines, and next steps
- Follow up with team leads to ensure accountability on action items and initiatives
- Support cross-team communication to keep projects aligned and on schedule