



# THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS

300 W 22ND STREET • OAK BROOK ILLINOIS 60523-8842 USA • 630.571.5466

C-604, TRADE STAR, ANDHERI KURLA ROAD, ANDHERI EAST, MUMBAI 400 059, MAHARASHTRA, INDIA.

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## JOB DESCRIPTION

**TITLE:** Regional Specialist  
Global Action Team (GAT)

**DIVISION:** Member Ops & Support

**DEPARTMENT:** Global Action Team  
: (ISAME & Africa Regional Office)

**FLSA STATUS:** Exempt

**EFFECTIVE DATE:** 1<sup>st</sup> July 2024

**POSITION NUMBER:**

## POSITION SUMMARY

The Global Action Team (GAT) Regional Specialist is responsible for driving the understanding and adoption of strategic programmatic initiatives and resources that support the objectives and focus areas of our Association. This role is key to the delivery and adaptation of our membership, leadership, and service tools, resources, and grants in support of our global service volunteers. The Regional Specialist will work directly with leaders in the field to develop and support regional strategies and programs that drive regional membership development goals, increase service impact, and leadership development opportunities in their geographic areas of focus.

## ORGANIZATIONAL RELATIONSHIPS

**Reports to:**

- GAT Manager (ISAME & Africa Regional Office)

**Supervises:**

- None

## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Educates and provides an advanced understanding of the programs and initiatives of the Association and Foundation, with specific areas of focus (membership development, increase service reporting and impact, as well as leadership development activities.) The field specialist also delivers effective training and supports the regional implementations and cultural adaptations of those programs, resources, and initiatives.
2. Develops dynamic and collaborative relationships with global volunteer leaders and builds an understanding of their regional areas of focus, as well as the cultural differences, to provide regionalized support and service.
3. As the staff liaison for an assigned constitutional area(s), works with the GAT Constitutional Area Leader, and area leaders on identifying area challenges, and collaboratively develop strategies on how to overcome these challenges.
4. Collaborates with their volunteer leaders and fellow GAT staff in the development of strategic leader plans for assigned geographic constitutional areas.
5. Reviews membership development grant applications and prepares staff reviews and recommendations for committee consideration. Post-approval the specialist will also track progress of grant funded activities, until close of grant.
6. Supports Leaders in the field in the development of quarterly reports and provides insights to leaders based on trends and real-time data.



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7. Monitors and understands regional data, including key performance indicators, and advises regional leaders based on data and trends.
8. Promotes and monitors the uptake of local initiatives that align with specific areas of focus (Membership Development, Leadership Development, or Service Activities) and the usage of tools and resources.
9. Gathers data from field leaders and recommends regional adaptations of tools, resources and local projects and initiatives to LCI development teams.
10. Assists with the coordination of area forum GAT events, convention, regional GAT events and annual meetings with leaders.
11. Coordinates and or conducts GAT regional training (virtually and in-person.) This includes the development of agendas, reports, and presentations in support of trainings/meetings.
12. With management's approval, attends area conventions, meetings, forums, etc. to inform, train, and strategize with regional volunteer leaders.
13. Develops regional GAT communications, including message drafting, revision and promos
14. Ensures appropriate utilization of leader budgets and supports the process of submission and tracking of required documentation.

## Additional Responsibilities

1. Other duties as assigned.

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## COMPETENCIES

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- Communication Skills
- Creativity
- Customer Service Orientation
- Organizational/Multi-tasking Skills
- Change Management
- Project Coordination
- Detail Orientation
- Problem Solving and Decision Making
- Technical and Professional knowledge
- Effective Technology Application (MS Office including advanced Word, intermediate Excel and intermediate PowerPoint)

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## EDUCATION AND EXPERIENCE

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- Minimum graduate (post-graduation preferred)
- Minimum of 4 - 7 years of related experience, post qualification
- Strong written and verbal communication skills to navigate international business situations diplomatically.
- Self-motivated and able to be successful with little oversight.
- Ability to develop strong relationships with diverse groups of stakeholders.
- Speaks multiple languages (English, Hindi & French)



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## WORKING ENVIRONMENT AND CONDITIONS

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Work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand; walk; sit, reach with hands and arms, climb stairs, talk and hear.
- Specific vision abilities required by the job include close vision, distant vision, peripheral vision, depth perception, and ability to adjust focus.
- The noise level in this job is usually low to moderate.
- **Domestic/International travel is required for this position; approximately 20-25% travel time.**

resumes to be sent to :  
Ameet Naik  
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