



Oregon
FREEMASONS

Job Description:
Assistant Grand Secretary
of the Grand Lodge of A.F. & A.M. of Oregon

Title: Assistant Grand Secretary

Exempt/Nonexempt: Nonexempt

Full time/Part time: Schedule Negotiable

Starting Pay: Negotiable

Dept.: Grand Lodge Administrative

Reports to: Grand Master/ Trustees

Effective Date: 11/1/2025

Paid Time Off: Yes

We are guided by these CORE VALUES that shape how we serve:

We respect and believe in the potential of every person who works here.

We take personal responsibility and hold ourselves accountable for our work.

We maintain a positive attitude, act with integrity, and are committed to doing the right thing.

About the Role

The Grand Secretary plays a unique and highly trusted role, serving both as a paid employee of the Grand Lodge and as an elected Grand Lodge Officer. This position is one of service and support. Under the orders of the Grand Master and supervision by the Trustees, the Grand Secretary plans, organizes, reviews and directs the overall administrative activities and operations of the Grand Lodge of Oregon in accordance with policies set by the Trustees. This position provides day-to-day supervision of Grand Lodge Staff and managing the administrative portion of the Grand Lodge budget.

While this role does not have a direct role in the legislative or policy-making process of the Fraternity, it requires deep knowledge of Masonic traditions, a commitment to excellence, and the ability to represent the Grand Lodge with professionalism and discretion and the ability to make appropriate recommendations to the decision-makers.

Key Responsibilities may include, but are not limited to:

Administrative & Operational Support

- Assist the Trustees with fraternal and organizational business.
- Serves as the administrative head of the Grand Lodge
- Perform the duties of the Grand Secretary according to section 112 of the Oregon Masonic Code.
- In collaboration with the Trustees, develop, plan, and implement goals and objectives for the Grand Lodge.

- Prepares in coordination with the Controller and Budget Committee the annual budget; monitoring activities and services are performed within the approved budget and performs cost controls and monitoring of revenues and expenditures.
- Maintain records, process information, and prepare reports for the Trustees/ MESH Board.
- Supervise office operations as office manager to the Grand Lodge Staff.
- Work with others on contracts and projects for Grand Lodge, MasonicAid, and Jennings McCall.
- Recommend personnel actions including hiring, compensation, evaluations, discipline, and termination.
- Develop procedures with appropriate staff members to implement and evaluate approved programs and policies.
- Ensure satisfactory resolution of personnel issues.
- Recommend appropriate organizational structure for Grand Lodge Staff including lead worker/supervisory assignments.
- Attend meetings, conferences, workshops and training sessions to maintain currency on principles, practices, and new developments of items unique to the fraternity and office operations.

Fraternal & Event Support

- Develop a deep understanding of how we utilize the Grand View membership database.
- Learn and understand the operations of the Grand Lodge, including available programs and offerings as well as the office staff duties and areas of expertise. Act as part of the team, willing to support the staff and organization.
- Represent the Grand Lodge at meetings, ceremonies, and community/fraternal events.
- Research the Code and Ritual as assigned; coordinate appointments for reviewing Secret Work.
- Assist in planning and conducting Masonic meetings, including travel (some weekends and long distances).

Qualifications

Required:

- Basic Proficiency Card holder and Past Master of an Oregon Lodge (Honorary Past Master not applicable).
- Willingness to work on-site in Forest Grove, Oregon.
- Two-year degree or equivalent experience in related to management of office operations and staff supervision.
- Proficiency in English (verbal, written, and proofing skills).
- Valid Oregon driver's license.

Skills & Competencies:

- Strong interpersonal skills and ability to work cooperatively with diverse contacts.
- Skill in fundamental problem solving, to work unsupervised and make responsible decisions and judgments.
- Ability to remain poised in emergency situations and to understand and work under a variety of situations in a positive constructive manner.
- Organizational excellence, deadline management, and detail orientation.
- Discretion and ability to maintain confidentiality.
- Ability to complete daily tasks via computer (emails, spreadsheets, etc.) and knowledge of principles and practices of written correspondence (business letters, etc.).
- Ability to oversee office staff in a positive and effective manner by providing positive leadership to staff. Provide effective performance feedback. Apply progressive discipline as necessary.
- Monitor expenditures in comparison to approved budget and ensure that appropriate approval of expenditures is complete. Recommend budget adjustments as appropriate.
- Manages contracts with outside vendors.
- Proficiency in Microsoft Office Suite and SharePoint, with ability to manage various office equipment: computers, copier, projector, telephone system, etc.
- Typing speed of at least 40 WPM.

Physical Requirements

- Operate standard office equipment and set up/take down event displays.
- Work under pressure while maintaining professionalism.
- The physical demands described here (including lifting, mobility, movement, manual dexterity) 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.
- In the performance of job duties, employees are frequently required to stand, walk, sit, talk, and hear. Employees are occasionally required to use hands to finger, handle, feel, and operate objects, tools, or controls; and reach with hands and arms. Employees are occasionally required to climb stairs or ladder, or balance, stoop, kneel, crouch, or crawl.
- Employees must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus.
- Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as computer keyboards, calculators, and telephones.

Work Environment / Working Conditions

- The work environment and working conditions described here are representative of those that are typical of the job and 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.

- In the performance of the job duties, employee will perform the majority of this job in an office environment under usual office working conditions. The noise level in the work area is typical of most office environments, with telephones, personal interruptions, and background noises. Work is also performed in numerous meeting settings in offices, conference room, and public spaces.

Compensation & Benefits

- Schedule negotiable. Occasional evenings, weekends, and in-state travel may be required.
 - Competitive wage based on experience.
 - Benefits include medical, vacation, sick leave, LTD, Life Insurance and 401(k) with employer match (eligibility after 60 days).
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To Apply:

Submit your resume via U.S. mail or email:

Grand Secretary
The Grand Lodge of Oregon
2150 Masonic Way
Forest Grove, OR 97116
Email: grandsecretary@oregonfreemasonry.com