



WE ARE HIRING

Executive Director for The Lufkin Adult Learning Center, Inc.

A VOLUNTEER POSITION FOR A NONPROFIT EDUCATION ORGANIZATION

QUALIFICATIONS

A BACHELORS DEGREE OR TWO YEARS MANAGEMENT EXPERIENCE
HIGH LEVEL STRATEGIC THINKING AND PLANNING
DEMONSTRATE ABILITY TO OVERSEE AND COLLABORATE WITH VOLUNTEERS
SOLID ORGANIZATIONAL ABILITIES
STRONG FINANCIAL MANAGEMENT SKILLS
STRONG WRITTEN AND ORAL COMMUNICATION SKILLS
STRONG PUBLIC SPEAKING ABILITY
WORKING KNOWLEDGE OF QUICKBOOKS

RESPONSIBILITIES

REPORT TO AND WORK CLOSELY WITH THE BOARD OF DIRECTORS
SUPERVISE AND COLLABORATE WITH VOLUNTEERS
STRATEGIC PLANNING AND IMPLEMENTATION
PLANNING AND OPERATION OF ANNUAL BUDGET
ENGAGE IN FUNDRAISING AND DEVELOPING OTHER REVENUES
OVERSEE MARKETING AND OTHER COMMUNICATION EFFORTS
REVIEW AND APPROVE CONTRACTS FOR SERVICES

SEND YOUR RESUME TO:

lufkinadultlearning@gmail.com