

CVOEO is Hiring!

Addison County Community Action (ACA) Director

This role directs, manages and coordinates the activities and services at ACA that insure low income individuals' and families' basic needs are met, and to supervise program staff. Plan, implement, administer/oversee, coordinate, monitor, and evaluate ACA programs, functions and activities. Develop programs and projects that enhance the agency's mission. Develop and manage the ACA program budget. Supervise all ACA staff: recruit, interview and hire staff; plan and conduct/coordinate training programs and staff meetings; confer regularly with staff to plan and coordinate activities, assign and review work, assist with difficult or unusual tasks, and resolve problems.

Rate of pay: \$66,506 to \$69,889 annually

Requirements: Bachelor's degree in an appropriate discipline plus 5 years of community service experience including supervisory/management experience, or a combination of education and experience from which comparable knowledge and skills are acquired. Excellent planning, administrative, organizational, budget and personnel management skills. Familiarity with federal, state and local social service programs and their regulations, policies, and procedures. Ability to represent the agency/program to and deal effectively with a wide variety of individuals and organizations inside and outside the agency, in carrying out the various liaison, coordinating and advocacy functions of the job. Strong interest in and commitment to the overall mission of the Agency.

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