

# RECRUITMENT ANNOUNCEMENT

Executive Director

The Community Cultural Center of Tonasket (CCC) is a nonprofit organization founded in 1992 for the purpose of creating, maintaining, and providing to North Okanogan County a beautiful facility for a variety of organized activities. The CCC plans and conducts events and activities and also rents the facility to individuals and groups. The CCC is seeking a part-time Executive Director to work 15 hours a week with a salary starting at \$17.00/hour.

JOB DUTIES The primary duties of the position are:

- Support the organization's mission, goals and policies.
- Supervises the Building Manager,
- All financial aspects, including handling cash, bank deposits and reconciliation;
- Actively seek fundraising opportunities, leads the annual fundraising auction.
- Maintains the membership database.
- Maintains the master building and event scheduling calendars.
- Regularly promotes programs through outreach to the schools, businesses, civic organizations, community members and neighboring communities.
- Assists with organizing events and activities and handles all advertising;
- Assists with writing, tracking and reporting of grants.
- Responsible for the content and the publishing of the monthly newsletter.
- Attends monthly Board meetings and special meetings as called by the Board.
- Other duties as assigned by the Board of Directors.

MINIMUM QUALIFICATIONS Eligible candidates must have:

- Minimum education of HS diploma or GED;
- Minimum one year bookkeeping experience;
- Experience with Quickbooks or equivalent program, internet, Microsoft Office software suite;
- Excellent oral and written communication skills;
- At least one year of verifiable, paid experience in a position involving public contact on a daily basis;
- Ability to work independently and as a team member; taking direction from the Board of Directors;
- Highly organized work habits and skills, be self-motivated, flexible and able to meet deadlines;
- Carry out work in a professional manner with a positive attitude;
- Have personal integrity and commitment to the vision and mission of the CCC;
- Letter(s) of recommendation from previous employer(s) or clients if self-employed.

DESIREABLE QUALIFICATIONS:

- Experience using Quickbooks;
- Understand and speak Spanish
- Experience with grants and grant writing;
- Experience as a paid employee of a nonprofit, membership organization;
- Education beyond high school;

HOW TO APPLY

Submit a cover letter, résumé, references, received by the CCC no later than July 23, 2018

Please mail to:

Board of Directors  
Community Cultural Center  
P.O. Box 664  
411 Western Avenue  
Tonasket, WA 98855

Or email as an attachment to:

[info@communityculturalcenter.org](mailto:info@communityculturalcenter.org)