

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 \$15.00/hour.

JOB DUTIES The primary duties of the position are:

Overseeing the general operations of the organization, including:

Managing building rental and calendar and responding to related phone, email, and written correspondence;

General accounting, bank deposits, reconciliation, and cash transactions;

Managing membership records;

Assisting with grant writing;

Actively seeking funding/funding sources;

Other duties as assigned by the Board.

MINIMUM QUALIFICATIONS Eligible candidates must have:

Minimum education of HS diploma or GED;

Minimum one year bookkeeping experience;

Experience with computers, internet, and the 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).

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 résumé, references, and cover letter, received by the CCC no later than April 2, 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