

Executive Director Girls Inc. of Northern Sacramento Valley



Part Time position
(Potential for full time depending on funding)
Wage: \$18.50-\$23.00 per hour, DOE

The ideal candidate must be a strong leader internally and externally, and have a passion for the mission and values of Girls Inc.

At Girls Inc. of the Northern Sacramento Valley, we believe that all girls are inherently strong, smart, and bold. But sometimes we need help overcoming society's messages and pressures that make us doubt our self-worth. Girls gain confidence when they are encouraged to set achievable goals, explore their worlds, and dream beyond their realities. Girls feel most empowered when they trust the adults in their lives to lead them to discover that their potential is limitless and to reinforce that their accomplishments will always be celebrated.

Qualifications:

- Bachelor's Degree, with courses in one or some of the following: business administration, education, recreation, psychology, sociology, and human development. Special consideration may be given for equivalent experience in lieu of a degree.
- Must be highly self-motivated, able to work independently.
- Experience with budgetary responsibility and some youth work.
- Two years previous managerial experience preferred.

Job duties:

This position will be responsible for the daily operations of the organization. Along with:

- Prepares and manages agency annual budget, develop yearly agency goals and objectives
- Attends Board of Trustees meeting and participates on board committees as requested and follow through on policies established by the Board
- Seeks grant funds, prepares applications and reports as mandated by funding sources
- Seeks relationships with community organizations resulting in financial contracts to provide program services and works with school administrators to support Girls Inc programs
- Participates as a member of appropriate community committees to further the mission of Girls Incorporated and act as a community team
- Coordinates and assists with fundraising activities through grant and corporate solicitations and special events with staff, parents and board
- Coordinates press releases, public announcements and ads on club activities and policies and represents the organization to the public through the media
- Recruits, employs and releases employed staff and provides and organizes training and developmental opportunities for staff
- Oversees recruitment, placement, training and supervision of volunteers
- Ensures that programs are diversified and innovative to meet the special needs of local girls while maintaining evidence based practice

To Apply: Submit a completed standard application with cover letter and resume to Attn: Michelle Clement, Staffing Specialist, Job Training Center, 718 Main Street, Red Bluff, or email to mclement@ncen.org, or fax to 529-7019.

The Job Training Center is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities. TTY (530) 527-2306

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