

JOB POSTING

MUSKINGUM COUNTY CENTER FOR SENIORS

DATE: OCTOBER 15, 2021

POSITION TITLE: EXECUTIVE DIRECTOR

DEPARTMENT: MUSKINGUM COUNTY CENTER FOR SENIORS

STATUS: FULL TIME – 40 HOURS/WEEK

SALARY RANGE: \$55,000 - \$70,000
(Compensation based on qualifications and experience)

DEADLINE TO APPLY: OCTOBER 31, 2021
(Applications and/or resumes received or postmarked after deadline will not be considered)

QUALIFICATIONS:

- Bachelor's Degree or an Associate's Degree with 3-5 years business or non-profit experience
- Previous experience in business management or administration
- Previous experience in financial operations, organizational development, budget development and grant writing
- Knowledge of accreditation, licensing processes and standards pertaining to senior center preferred
- Pass all pre-employment screenings

ESSENTIAL JOB DUTIES:

Directs the operations and staff for the Center for Seniors. Responsible for planning, developing, administering and achieving the mission of the Center, including fiscal oversight and program supervision. Ensures that services provided meet quality and regulatory standards. Coordinates activities related to agency accreditation, certification and licensing to ensure effective standards of practice are achieved. A complete Job Description is available for review upon request.

ALL INTERESTED CANDIDATES MUST SEND A COVER LETTER, APPLICATION (Application is available at www.muskingumcountyooh.gov), RESUME AND 3 PROFESSIONAL REFERENCES BY OCTOBER 31, 2021 TO:

Muskingum County Center for Seniors
Attn: Erica Silvia
160 N. 4th Street
Zanesville, OH 43701

or

Email: mccfsedapplicants@gmail.com

The Muskingum County Center for Seniors is an Equal Opportunity Employer.