

Learn to Read of St. Lucie County
POSITION DESCRIPTION

POSITION TITLE: Executive Director

Salary Range: \$40,000 - \$45,000

General Description: Contract position appointed by and answerable to Board of Directors for management and promotion of countywide adult literacy program. Expected to perform most recurring duties independently with little or no direct supervision.

FLSA Status: Exempt

Position Functions:

1. Manages daily functions of the learning center , including the following:
 - Performs bookkeeping associated with incoming funds, bank deposits, computer entry of income and expenses, preparing checks for payroll, payment of bills, etc.
 - Maintains all files and records, including current membership list, current donor list and various other records.
 - Maintains an adequate supply of learning materials for tutors and learners.
 - Opens and processes incoming mail.
 - Supervises one or more Office Assistants.
2. Prepares annual budget for approval of Board of Directors.
3. Makes tutor/learner assignments based on factors such as skill level, availability, location.
 - Makes temporary tutor assignments when regular tutor is unavailable. Assists tutors with scheduling problems.
 - Offers suggestions for supplementary tutoring materials to meet specific needs.
 - Ensures all data concerning tutors and students is current and accurate.
 - Prepares all reports related to tutors and learners.
 - Deals directly with volunteer tutors, learners and the general public in answering inquiries, solving problems.
4. Maintains a calendar of events and due dates for various activities.
5. Prepares or assists in developing reports.
6. Responsible for preparation of a newsletter. Prepares items for inclusion and determines content, layout, publication and distribution.
7. Provides all necessary support relating to Tutor Training Workshops. Prepares and issues press releases announcing upcoming workshops. Ensures all needed materials are available. Enrolls trainees and provides them with all necessary information about workshop. Informs trainees of reporting requirements, available materials, and assistance available.
8. Serves as primary contact with social service agencies and others within the county to arrange for literacy training of individuals referred by those agencies. Actively seeks opportunities to provide a speaker before groups about the mission and programs of LTR.
9. Provides support to Board members and committees for special events and fund raisers. Participates in the planning and execution by preparing and mailing invitations, letters, programs, press releases, etc. Serves as contact person for all inquiries relating to these events.
10. Maintains awareness of the nature and status of literacy programs, issues, trends and events in Florida and the United States. Shares all pertinent information with the Board of Directors.
11. Attends meetings of the Board of Directors and reports on LTR activities. Ensures that accurate meeting minutes are prepared and distributed to Board members. Prepares a report for each Board meeting and an annual report in July, the beginning of new fiscal year.
12. Researches appropriate foundations for grant requests; develops grant proposals to foundations. Ensures compliance with all grant requirements.
13. Active member of any committee and provides administrative support for same.
14. Promotes the services of LTR through active community involvement and interaction with other service agencies.
15. Other duties as assigned.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications and skill requirements for this position include:

- Associate's degree (Bachelor's preferred) in Public or Business Administration with a minimum of two years proven work experience in a related operation;
- Proven knowledge of St. Lucie County's history and demographics;
- Basic knowledge of managing programs;
- Ability to network and develop relationships with community and business members;
- Proven knowledge of Microsoft Office and windows based PC applications;
- Knowledge of and experience with Quickbooks accounting system.
- Strong interpersonal skills and ability to work with private and public enterprises;
- Ability to coordinate and manage a variety of projects simultaneously with effective time management and problem solving skills;
- Ability to project a professional demeanor;
- Strong oral and written communication skills;
- Demonstrated ability to work within diverse communities;
- Excellent problem solving and conflict resolution skills;
- Ability to work independently and under minimal supervision;
- Valid/active Florida driver's license;
- Must possess a vehicle in active working condition to travel to multiple community locations with valid/active personal auto insurance;
- Ability to work irregular schedules including occasional evenings and week-ends;
- Preferred: ability to communicate orally and in writing in Spanish.

If you are interested in and believe you are qualified for this position, please send resume to Ed Cox, Screening Committee Chair, at evcox@comcast.net or to Ed Cox, Screening Committee Chair, at 809 Delaware Avenue, Fort Pierce, FL 34950.