

REF: Executive Director Requirements

Requirements:

- ❖ Minimum of an A.S. in human services or social work, B.S in human services or social work preferred
- ❖ Must possess knowledge of domestic violence issues, patterns and their effect on women, children, and men
- ❖ Must be able to interact and feel comfortable with individuals from all socio-economic and multicultural backgrounds
- ❖ Must uphold and promote the AWCC mission, philosophy, policies, procedures, and program objectives
- ❖ Must be fiscally responsible and able to research new grant and funding opportunities
- ❖ Prior grant writing experience preferred
- ❖ Must demonstrate effective listening skills, organizational skills, and oral and written communication skills
- ❖ Must work effectively in a high stress environment and be able to manage stress
- ❖ Must possess critical thinking skills and be able to react calmly and efficiently in emergency situations
- ❖ Must be able to lift and carry 40 pounds.
- ❖ Must possess a valid driver's license, know how to operate a vehicle, and have valid insurance
- ❖ Must know how to operate office equipment
- ❖ All AWCC employees must complete training in First Aid, CPR and Universal Precautions.

Applications and resume due October 12th, 2018 by 12:00 noon.

Applicants must be willing to provide national criminal history and background checks, upon request

Interviews will be offered to qualified candidates.

Interested applicants must submit a resume and application by emailing awcctickets@gmail.com or mailing to Adams Wells Crisis Center, Attn: Barry Humble, PO Box 253, Decatur, IN 46733.