

Job Announcement for Associate Director Position

Carol J. Greer Community Learning Center

1. **Job Title:** Greer Community Learning Center Associate Director

2. Salary

The salary will be half of a nominal salary for a full-time associate director position in a small organization, \$22,000 to \$24,000 per year. Foundation funds are in place for multiple years of support; however, future growth of the Greer Center and the Associate Director's position will partly depend on growth of outside sources of funding. The Associate Director is expected to work 20 flexible hours per week. Periodic evaluations may consider salary increases based on performance and fundraising.

3. Greer Center Mission

The Greer Center promotes life-long learning and development for marginalized, limited resource families in the Greater Lansing area, especially at-risk youth. In recent years, Greer has concentrated on STEAM education for youth 9 to 13 years of age in Saturday programs and summer camps. Our projects emphasize hands-on learning, life skills, communication, and teamwork. The Greer Center mission is separate from the religious mission of the church: The Greer Center welcomes all.

4. Location

The Greer Center is located on the grounds of St. Stephen's Community Church, 1007 Kimberly Drive Lansing, MI 48912. There are two separate mobile classroom units, one of which shares office space for use by the Director and Associate Director. It is expected that the Associate Director will also work from home and in the community as does the Director.

5. Job Description

This is nominally a half-time position with the possibility of growing larger with growth of the client population served and funding sources. Under the leadership and supervision of the Director, the new Associate Director will share some tasks with members of the Board to carry out the Greer Center program. The responsibilities of the Associate Director include, but are not necessarily limited to the following:

- a. Planning and tracking the progress of educational projects
- b. Working with the Board on fundraising, proposal writing/tracking/marketing
- c. Hiring and managing instructors and volunteers for projects
- d. Working with media to communicate with the community

- e. Working with existing community contacts and creating new contacts
- f. Reporting to the Board on progress, plans, and challenges
- g. Be responsible for initiating, responding to correspondence related to the Greer Center.
- h. Other duties as needed

6. Applicant Qualifications

The Greer Center needs a self-starter with a high degree of motivation and energy to commit to the mission; someone with sound judgment and persistence, someone who has patience and a love for children and seniors. In addition, the successful applicant will have all or most of the following qualifications and be prepared to improve on those where more strength is needed.

- a. Bachelor's Degree preferred
- b. Ability to motivate achievement by students and staff
- c. Knowledge of K-12 education; including some teaching experience
- d. Skill using the Internet and tools for office and group work e.g. microsoft office products
- e. Ability to communicate by writing and speech
- f. Experience in planning and tracking projects
- g. Experience in management of people and projects
- h. Experience working with community representatives and organizations

7. Submission of Application

- a. Submit a cover letter and resume to greercommunityLC@gmail.com with the subject line "Greer Associate Director Hiring Committee".
- b. The applicant should be prepared to submit references relevant to the job description upon request of the Hiring Committee.
- c. Site visits to The Greer Community Learning Center can also be made by appointment.

8. Equal Employment Opportunity Statement

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, age, disability or protected veteran status.

- 9. **Questions** Send questions to greercommunityLC@gmail.com with the subject line "Question on Associate Director Position." Include a phone number and good times to call when requesting a conversation.

- 10. **Website:** bit.ly/GreerCenter