

## **Part Time Executive Director**

Cumberland Adult Reading Council  
Crossville, TN

Cumberland Adult Reading Council is a non-profit organization that provides free education to adults via volunteer tutoring to acquire functional literacy in reading, writing, and math to achieve personal academic goals.

We are currently seeking a part time Executive Director to provide leadership, management, planning, and coordination of the program that results in measureable impacts on academic and language skills of our students.

Responsibilities include, but are not limited to:

- Develop and direct the Adult literacy program for the organization
- Develop goals that clearly measure and articulate impact, meet outcome requirements that further the organization, and further the agency strategic plan
- Build and sustain formal and collaborative relationships with funding agencies, partner agencies, and volunteers
- Provide staff with leadership and direction
- Monitor ongoing program evaluation and direct adaptation as necessary

The ideal candidate will be able to provide direction to staff, volunteers, and students. To be successful in the role, the candidate will have excellent communication skills, technologically savvy, comfortable in diverse populations, and able to represent the ideals of the Cumberland Adult Literacy Council.

### **Work Experience and Education**

- Bachelor's degree in Education or Related Field
- Minimum of 5 years experience teaching
- Minimum of 3 years experience in management/supervisory position.

### **Physical and Mental Requirements**

- Valid driver's license.
- May require weekend, evening, and non-traditional hours.
- Strong work ethic and high level of trust.

Job Type: Part time approximately 20 hours per week

Salary: Salary commiserate with experience