



Executive Director Position Description

Cumberland Adult Reading Council (CARC) is a nonprofit organization with a mission to provide free education to adults via volunteer tutoring to acquire functional literacy in reading, writing, math, and English as a second language to achieve personal academic goals.

The organization seeks a part time Executive Director to oversee all organizational operations.

Key Responsibilities

- Provide leadership and direction to volunteers, tutors, and students
- Oversee and maintain office work flow
- Promote the organization as directed by the board
- Develop and actively participate in recruitment and retention of ABE, ESL and high school equivalency students.

Required Skills and Experience

- Prior education or social work experience
- Strong written and oral communication skills
- Working knowledge of Word, Excel, and Powerpoint
- Ability to establish and maintain effective working relationships with the Board of Directors, volunteers, students, community groups, and grantors
- Must be able to work independently, set priorities follow through and meet deadlines

Preferred Skills

- Management experience, particularly experience managing volunteers

Organizational work hours are Monday 1:00 – 6:00 and Tuesday through Thursday 10:00 – 3:00. Position requires flexibility to attend evening and/or weekend meetings and events, as needed.

Send your resume and cover letter to:

Cumberland Adult Literacy Council
P O Box 3723
Crossville, TN 38557
twebb@cumberlandliteracy.org