

# Off-Campus Employment

*Job posted on 2014-01-31 by 00026579; posting expires on 2014-02-14*

**Employer:** Tygart Valley Regional Child Advocacy Center

**Position:** Executive Director

**Job Description:** Part Time,

The Tygart Valley Regional Child Advocacy Center is seeking a part-time Executive Director.

**Qualifications:** Qualifications include: a Bachelor's Degree, Masters preferred, in a related field, three years related experience in administration of a non-profit or public service agency preferred, strong skills in fiscal management, resource development and maintenance, agency and program planning and public relations, three years experience working in a social services field preferred, the ability to communicate with, supervise and empower staff to be effective in their roles, the ability to communicate and work collaboratively with variety of professionals from different fields, Knowledge and understanding of issues and dynamics within families in crisis relating to child sexual and physical abuse and the legal process the child may be facing and the ability to supervise staff. Experience required.

**Preferred Major(s):** Management; Marketing;

**Application Instructions:** Please mail your resume and cover letter to: Tygart Valley Regional Child Advocacy Center c/o The Preston County Commission, 106 W Main Street, Suite 202, Kingwood WV 26537, or email them to tvrcac@gmail.com.