Job Announcement

# **La Crosse County Historical Society**

# **Executive Director**

# **Job Opportunity**

**4/22/2012**

**Position Overview:** This is an Executive position responsible for planning, organizing, developing and directing the overall operation of the Society. Provides leadership to the organization including financial planning, accounting and fund raising. The position is appointed by the Board of Directors of the La Crosse County Historical Society. See job description for full list of duties.

**Hours of Work:** Core hours are 8:30 AM to 5:00 PM based on a 40 hour week. As a salaried employee, work will occasionally be required above and beyond the core hours.

**Position Requirements:** Bachelor’s Degree in Public or Non Profit Administration or related fields and 5 years of director experience with a public or non-profit organization. Excellent verbal, interpersonal, organizational, and written communications skills required and ability to work effectively with staff, volunteers, patrons and community leaders. Acceptable combination of education and experience will be considered.

**Residency Requirements:** County residency is not required but must be available within a reasonable radius of LCHS.

**Pay and Benefits**: Competitive salary commensurate with experience and benefit package options.

**Hiring Process:** Applications will be reviewed based for a combination of education, experience and achievement. A selection of qualified individuals will be invited to participate in the interview process which may involve several interviews. Candidates will be contacted/notified by letter at the conclusion of the search.

**How to Apply:** Completed application and forms are required. Application and related forms and full information are available on-line or at one of the following locations:

 La Crosse County Historical Society La Crosse Job Center

 P.O. Box1272 402 8th St N

 112 South 9th , La Crosse WI 54602 La Crosse WI 54601

 Call 608-782-1980

**Deadline:** May 11, 2012 - 5pm Applications must be received in LCHS by this date.

***An Equal Opportunity Employer***

BILL TO: La Crosse County Historical Society

RUN DATES: Sunday, April 22, 2012 and Sunday April 29, 2012

 Professional

Executive Director

La Crosse County Historical Society

Full-time vacancy with the Historical Society. This is an Executive position responsible for planning, organizing, developing and directing overall operations. Provides leadership to the organization including financial planning, accounting and fund raising. The position is appointed by the Board of Directors. See job description for full list of duties.

Requirements: Bachelor’s Degree in Public or Non Profit Administration or related fields and 5 years of director experience with a public or non-profit organization. Excellent verbal, interpersonal, organizational, and written communications skills required and ability to work effectively with staff, volunteers, patrons and community leaders. Acceptable combination of education and experience will be considered.

 Competitive salary commensurate with experience and benefit package options.

Full information and application packet are on our website. Attach resume. Deadline: May 11, 2012

website@com.com

or

La Crosse Job Center

8th and Pine Streets

or

Call 608-782-1980

EEO

**Job Center JOBS SITE LISTING**

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