

Mission Statement: The AWC Director will be the face of Awareness Washington County. He or She must be a graduate of the leadership class.

Duties of Awareness Washington County Executive Director

- Gather suggestions for the class members / recruit class members / interview class members
- Arrange catering / food for class days/Events
- Make reservations for retreat / Events
- Type curriculum, consulting with facilitators (Including, but not limited too We the Youth Director)
- Invoice class members / sponsors (Will need to work closely with secretary on this)
- Put together binders and order supplies needed for retreat and class days
- Pick up mail and share as appropriate
 - **Training information to facilitators**
 - **Checks and Invoices to treasure, ETC.**
- Write and distribute press releases
- Represent Awareness Washington County at Chamber Meetings / Community Events, ETC.
- Work with marketing board members to update Facebook / Instagram / Awareness Washington County Website.
- Work with Alumni Director to create and send Bi-Annual Newsletter for Alumni
- Order office supplies as needed
- Order building supplies as needed
- Schedule building repairs as needed
- Schedule and attend Community Events / Fundraising Events (Friday Night on Square, Chili Cook Off, ETC.)
- Contact guest facilitators and prepare gift bags to give them
- Arrange transportation for history day (BUS)
- Attend Board Meetings
- Any other duty(s) that may arise

General Information for Applicants

- ✓ **Must** send your Cover Letter, and Resume to the Awareness Washington County Email at info@awarenesswashingtoncounty.org.
- ✓ **Must** be able to attend the board retreat on 7/22/2019 located at the Awareness Washington County Building.
- ✓ **Deadline to have cover letter and resume turned in is 7/10/2019!**