

ORGANIZED COMMUNITY ACTION PROGRAM, INC.
507 N. 3 NOTCH STREET
TROY, AL 36081

PUBLIC ANNOUNCEMENT

The Organized Community Action Program, Inc. is accepting applications for the following position:

EXECUTIVE DIRECTOR CENTRAL OFFICE TROY, AL

QUALIFICATIONS:

1. Master's degree in Business Administration, Public Relations. Social Work, Educational Leadership and/ or Supervisor Administration with 5 years of CAA work experience.
2. Be able to travel.
3. Have a valid Driver's License.
4. Have supervisory experience.
5. Planning, development, and program administration experience.
6. Experience in public relations/ community development.
7. Experience in researching and writing public and private funding applications.
8. Good written and verbal communication skills.
9. Experience in developing and supervising management systems. For example: program operations and organizational development; supervision of program staff; fiscal and personal systems; technology and management information systems; and program evaluation systems.
10. Experience in developing and conducting human service needs assessments.
11. Significant and effective supervisory experience.
12. Extensive management experience of a multi-site, multi-program agency.
13. Commitment to and the ability to articulate community action philosophy.
14. Consideration would be given to bilingual candidates.

NOTE: PLEASE PROVIDE A RESUME, OCAP APPLICATION, AND AN OFFICIAL SEALED TRANSCRIPT FROM THE COLLEGE OF THE CONFERRED DEGREE AND EDUCATION LISTED ON THE APPLICATION.

If you are interested in this position, you can receive an application from our website www.ocaptroy.com and job description from Central Office. **(CLOSING DATE IS FRIDAY, 7 JULY 2023) AT THE CLOSE OF BUSINESS 4:30 P.M.)**

NO PHONE CALLS PLEASE. Please return all applications to the Central Office. OCAP; ATTN: HR Department; 507 N. Three Notch Street; Troy, AL 36081.

OCAP INC. IS AN EQUAL OPPORTUNITY EMPLOYER.