

El Puente Community Center, Inc

APPLICATIONS ARE NOW BEING ACCEPTED FOR PART TIME EXECUTIVE DIRECTOR:

STARTING SALARY: Dependent upon Qualifications

STARTING DATE: Negotiable

APPLICATION DEADLINE: Application review will begin immediately and continue until position is filled.

EL PUENTE COMMUNITY CENTER Inc: EPCC is a small non-profit, 501 (C-3), organization currently located in LaPorte, Indiana with the purpose of creating a better community by providing bridges of opportunity for the benefit of all by serving LaPorte County and its Hispanic residents. To realize its vision, EPCC will collaborate and form partnerships with existing service providers to promote and increase service including, but not limited to, health, legal, social, educational and occupational service sand training.

MISSION: EPCC serves as a cultural bridge between the LaPorte County Hispanic Community and the LaPorte County Community-at-large to ensure access to and availability of services to enhance the quality of life in our community. We believe the bridge will integrate the values and culture of the Hispanic Community for the enrichment and betterment of LaPorte County.

POSITION: The Executive Director is responsible for the planning, management and general operations of El Puente Community Center, Inc.

QUALIFICATIONS:

Required: Associates degree in Non-Profit Supervision or closely related field, or, equivalent combination of education and experience. Minimum of three years experience working with Hispanic Community. Ability to read, write, speak and interpret documents in English and Spanish. Working knowledge of State and Federal laws and regulations. Strong interpersonal skills and documented ability to work with diverse groups. Demonstrated ability to maintain confidentiality, Microsoft Office literacy, general knowledge of accounting/finance, self starter with strong organizational skills.

Preferred: Bachelor's Degree; background/experience in grant writing; knowledge of and experience in handling legal issues and community resources.

RESPONSIBILITIES: Responsibilities include, but are not limited to, administrative/managerial, volunteer development and supervision, development of sustainable revenue sources, promotion of EPCC and supervisory responsibility for staff, volunteers and contract staff is vital to success of program.

APPLICATION INFORMATION: Application review is underway and will continue until the position is filled. Submit letter of application, resume, college/university transcripts, and the names and contact information for three current references via U.S. mail, fax or electronically to:

Dr. Mario Ortiz
El Puente Community Center, Inc.
P.O. Box 1634
LaPorte, Indiana 46352
Fax: 219/326-2609
Email: elpdirectors@yahoo.com

Applications will be acknowledged. Additional supporting information may be requested. Please visit our web site at <http://www.elpuentelp.org/> for additional information.

El Puente Community Center is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce.