

Deputy Director: Salaried, full time position. Successful applicant requirements: Bachelor's Degree (B.A./B.S.), have extensive work experience in administrative functions, human resource responsibilities, staff management, grant writing / interpretation, public speaking experience including development / presentation of information, ability to respond to questions from Board of Directors, other Management Team members, employees and vendors. Must be extremely organized with excellent computer skills (Microsoft Office software). Full benefit package, including health insurance. Post offer, pre-employment drug testing, criminal background check required. Submit REQUIRED, fully completed Agency application to: Community Action of Southeast Iowa, 2850 Mt. Pleasant Street, Suite 108, Burlington, IA 52601 by 4:00 pm, Wednesday, April 4, 2018. Applications available at any Agency center or online at www.caofseia.org Affirmative Action/Equal Opportunity Employer