

# NOTICE OF INTENT TO EMPLOY

**Position:** Coordinator of the Community Coordinating Council

**Qualifications:**

- Minimum of a Bachelor's Degree (BA), Master's Degree preferred.
- Experience with human service agencies required.
- Work effectively with agency directors, community leaders and consumers.
- Coordinate systems-level planning, strategic planning and needs assessment.
- Possess the ability to manage complex tasks and multiple time frames.
- Operate with minimum supervision.
- Possess enthusiasm for working with community-based, collaborative body.
- Ability to conceptualize at the systems level, to see interrelationships and the big picture.

**Reports to:** Executive Committee of the (CCC)

**Essential Functions:**

- Assist the Executive Committee (EC) of the CCC in planning and coordinating meetings.
- Following the development of a community plan, assist with the plan and provide the CCC on the plan's progress.
- Prepare regular reports as requested by the CCC regarding community plan and target.
- Be responsible for coordination of task and work groups as assigned by the EC to ensure that the CCC moves forward with its work.
- Report regularly to the EC and CCC on coordination efforts and information.
- Assist the CCC in on-going planning and outreach efforts, to keep the membership of the CCC culturally, socially and ethnically diverse.
- Report to the EC regarding financial support of the Council.

**Starting Date:** February 15, 2010

**Terms:** Independent Contract  
52 Weeks, Average 20 hours per week

**Salary:** Contract rate negotiable.

**Apply to:** By January 22, 2010 send letters with resume and contract rate to:

Linda Juarez  
Community Coordinating Council  
Community Foundation of Muskegon County  
425 W. Western Avenue, Ste. 200  
Muskegon, Michigan 49440