



165 Madison Avenue/ 2 Prospect Street
PO Box 658 - Skowhegan, Maine 04976
Telephone (207) 474.7775 | admin@hvosc.org
volunteer@hvosc.org | www.hvosc.org

Hospice Volunteers of Somerset County Executive Director Job Posting

Hospice Volunteers of Somerset County (HVOSC) is seeking a self-motivated individual to serve as its Executive Director. We are a small, highly collaborative organization, looking for a hands-on leader responsible for the operation, management and strategic direction of our organization. This position reports directly to the Board of Directors.

Working closely with the HVOSC Program Director the successful candidate will be responsible for ensuring a smooth day-to-day operation at the office in Skowhegan, Maine.

Providing oversight to the entire HVOSC program includes but is not limited to:

- Supervision of all staff,
- Coordinating the daily operations of the office
- Oversight of fundraising and grants,
- Attend required meetings,
- Monitor budget and accounts payable/receivable,
- Foster community awareness, and promote educational outreach,
- Representing HVOSC at public events and
- Providing leadership for strategic planning

Compensation: This is a 20 hour a week position, with a salary range of \$30,000 - \$35,000, based on related work experience. A \$2,500.00 benefit package may be used for Health Care, Dental, Vision, pre-approved tuition or childcare reimbursement. This position also provides two weeks of paid vacation.

Education/Experience/Skills Requirements: A minimum of a four-year degree beyond high school is required. The successful candidate will have excellent people skills, be proficient in both written and verbal communication, and have a strong background in computer skills such as corresponding through email, Google, creating data bases, and maintaining accurate office records. A background working with a non-profit or in an office setting is preferred. Selected candidate must pass a basic background check for criminal and financial concerns. HVOSC orientation and training will be provided to the select candidate.

Our Mission: Hospice Volunteers of Somerset County (HVOSC) was created in 1989 and serves Somerset County by providing compassionate care and support for individuals facing a life limiting illness. Please visit our website at www.hvosc.org to learn more about HVOSC.

How to apply: We invite all qualified candidates to submit a cover letter and resume to Hospice Volunteers of Somerset County, attention Linda MacKenzie, P.O. Box 658, Skowhegan, Maine 04976 or by e-mail to hvosc.boardchair@gmail.com. Position will close upon finding a qualified candidate.

HVOSC does not discriminate. Hospice Volunteers of Somerset County (HVOSC) does not discriminate based on physical or mental disability, race, color, creed, age, sex, sexual orientation, religion, ancestry, or national origin in admission to, access to, or operation of its services, programs, or activities. Individuals who need auxiliary aids or services for effective communication in services, programs, and activities of HVOSC are invited to make their needs and preferences known to HVOSC. We will do all we can to accommodate these needs through available resources.