



M·A·Y·N
MARSHALL AREA YOUTH NETWORK

Marshall Area Youth Network Executive Director

The Executive Director provides leadership, public relations, and organizational support for Marshall Area Youth Network (MAYN). This includes managing existing MAYN Programs and working with the Board of Directors on the development and implementation of new programs, The Executive Director reports to the MAYN Board of Directors.

Goals:

To carry out MAYN's mission and strategic objectives. The Executive Director will:

- Work to provide a mentor or lunch buddy to every child in the Marshall schools that is referred to the program.
- Provide leadership development opportunities to Marshall's youth.
- Develop new programs that fit the changing needs of the community's youth.
- Provide information and resources to schools, mentors, and parents on prevention and intervention.
- Establish new revenue streams via grants, corporate sponsors, and individual donors.

Responsibilities include:

- 1) Carry out the goals and objectives of the organization.
- 2) Coordinate the mentoring program within all four schools. Provide transportation for students to and from the mentors' offices as needed.
- 3) Work with designed committees to promote, organize and implement programs. (Marshall Leadership Team, BAC/GAP, MAYN KIDS, MAYN FOOD AND FUN)
- 4) Promote MAYN's mission, efforts and programs within the community.
- 5) Maintain responsibility for organizational leadership, grant management, public relations, speaking engagements, and fundraising.
 - Work with the United Way of the Wabash Valley, University of Illinois Extension office, Backpack program, Marshall Chamber, Human Resource Center, and State of Illinois.
 - Complete outcome measurements for all MAYN programs.
 - Meet all deadlines set by grantors, governmental bodies, and regulatory agencies.
 - Continue to look for grants and other funding opportunities.
- 6) Perform other duties as assigned by the Board of Directors.

Required Qualifications:

- Availability to work after or before school, evenings and weekends on some occasions.
- Automobile and driver's license for performance of duties.
- Good communication skills (oral and written).
- Experience with organizing, working with youth, providing leadership to committees.
- One-year work experience (paid or volunteer).
- Familiarity with the Marshall community and schools.

Preferred Qualifications:

Associates or Bachelor's Degree in Social Work, Child Development, Education or related field.

Compensations:

Compensation is set at \$15.00/hour. There are no benefits provided other than those expressly identified herein. The pay period is every other week.

Hours:

Approximately 50 weeks per calendar year at 20-25 hours a week. Flexibility required during special fundraising events, speaking obligations, etc. Subject to change with availability of funds.

Termination Policy:

The Executive Director is required to provide in writing to the Board of Directors a minimum of two-week's notice of resignation. Termination of the position is at the will of the employer. MAYN is an "employment at will" employer.

The undersigned had read, understands, and accepts the employment terms as stated above.

_____ Employee Signature	_____ Printed Name	_____ Date
_____ Board Signature	_____ Printed Name	_____ Date