

JOB OPPORTUNITY

EXECUTIVE DIRECTOR

The Board of Directors of Northwest TN Economic Development Council is actively seeking to fill the position of Executive Director for Northwest TN Economic Development Council. Northwest TN Economic Development Council is a local community action agency which serves the areas of Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, Obion, Madison, and Weakley Counties in Northwest TN.

The Executive Director is responsible for overall administration of all agency programs to include, Community Services Block Grant, Low Income Home Energy Assistance Program, Temporary Emergency Food Assistance Program, and the Head Start/Early Head Start Program.

Qualifications/Requirements: Bachelor's degree from an accredited university in Business Administration and/or related field is required. A valid Tennessee Driver license and vehicle with liability insurance. Candidate must have the KSA in program planning, budgeting, financial management, supervision, and leadership ability.

Competitive Salary/Excellent Benefits Package
Exempt position • 76 hour/biweekly position

*Applications may be downloaded from the Careers page of the website
www.nwcommunityaction.org*

*Or may be picked up locally at any of our service center locations or at
Northwest TN Economic Development Council Central Office
231 South Wilson Street, Dresden, TN 38225
Or you may call (731)364-4822 to have an application
mailed, faxed, or emailed to you for your convenience.*

*** Applications must be submitted to:*
Northwest TN EDC Central Office, 231 S Wilson St., Dresden, TN 38225
Attn: Human Resource Department – Suite 210
Reference: Executive Director

For your convenience, you can email to:
applications12579@nwtncap.org.
Faxed copies will not be accepted

****Applications for this specific position will be accepted until
March 31, 2022**

We Are an Equal Opportunity Employer!
"Helping People! Changing Lives!"