

THE MOSAIC CENTER
POSITION DESCRIPTION

Title: Executive Director

Supervision Received: The Mosaic Center Board of Directors

Summary objective:

The executive director will be responsible for all operations of The Mosaic Center.

Qualifications:

Education:

Minimum- Bachelor's level degree.

Experience:

Must have experience in business administration, volunteer supervision and supervision of employees.

Skills:

Ability to perform complex administrative and supervisory work in planning, budgeting, organization, direction of employees and volunteers, conflict resolutions skills and operations management skills. Ability to communicate effectively orally and in writing.

Special Demands: Availability for limited and scheduled evening and weekend events.

Preferred Qualifications: Strong Christian faith; Familiarity with the community of Lufkin:

Job Duties and Responsibilities

- Responsible for the overall operation and maintenance of the Mosaic Center under the supervision of the Board of Directors.
- Oversees the practices of business operations including the preparation of the Center budget.
- Supervises and evaluates all staff members. Provides staff development.
- Serves as spokesperson for the Mosaic Center and acknowledge gifts and tributes to the Center. Deals with complaints; approves all newsletters and press releases. Meets with media representatives and conducts interviews.
- Works with the MC Board to approve new projects, terminate any existing services, and develop long range plans for the MC.
- Works with the Board President to plan agenda for monthly Board meetings, attends all Board meetings and Executive Board meetings. Presents monthly executive director report to the Board of all Center activities.
- Works with the Mosaic Center Board of Directors to develop, implement, and evaluate policies and procedures.
- Attends continuing education programs to keep abreast of changes and new knowledge.
- Oversees and assists in writing job descriptions for program volunteers.
- Informs the current MC Board President of all major issues and problems which occur at the Center in a timely manner.
- Ability to research, write and manage grant proposals.
- Coordinate and manage fundraising activities with staff and board members.
- Provide oversight of all volunteer training.
- Responsible for the maintenance of all safety programs.

- Provide instruction of safety protocol to all volunteers, participants and staff.
- Responsible for agreements/partnerships between agencies who share students and services with the Mosaic Center.
- Provides oversight for all social media programming.
- Responsible for management and maintenance of facility.

The Mosaic Center Mission Statement

Understanding God’s unconditional love for all, The Mosaic Center exhibits an example of God’s love by fostering human dignity and self-respect. The Center seeks to promote and nurture an integrated vision of the whole person—body, soul and spirit.

Students of The Mosaic Center develop self-sufficiency to strengthen the family unit. This is achieved through education, guidance, job and life skills training, parenting, mentoring and follow-up.

Volunteers of The Mosaic Center find a place of meaningful service through teaching, mentoring and serving.

Resume and questions to be directed to:
The Mosaic Center, Inc.
Attn. Sheila Telford, Board President
P. O. Box 154225
Lufkin, TX 75915
(936) 639-5068

This position description is not intended to provide a comprehensive listing of activities, duties, or responsibilities required of the employee. All employees are expected to adhere to The Mosaic Center Policies and Procedures Manual.