



## Announcement

### Family-Run Executive Director Leadership Association Job Description Administrative Liaison

The Family-Run Executive Director Leadership Association (FREDLA), a nonprofit organization, seeks a part-time, Maine-based position to support FREDLA activities. The position will report to the Executive, Director of FREDLA and interact with the FREDLA team, non-profit family-run organizations, current funders, contractors and state child-serving agencies that purchase health care services for children and youth with needs relating to social, emotional, and behavioral health and their families; and with the entities that manage those services.

**The Administrative Liaison** is responsible to support the overall operations of FREDLA.

#### Supervision and Hours

The Maine-based position reports directly to the Executive Director of FREDLA. The hours are contingent upon funding and specific job requirements.

#### Qualifications

Minimum high school diploma. Proficiency in computer software applications is required. Strong organizational and interpersonal skills, ability to develop innovative solutions and team participation are key elements of this position. Keen attention to details and deadlines is crucial. Preference is given to a family member who is or has been the primary caregiver for a child with social, emotional or behavioral health needs. Successful candidate must have prior experience working in a fast-paced environment; demonstrated the ability to develop reports in a timely manner, track key fiscal and program information, and to identify strategies for organizational efficiencies. Strong customer service background desired.

#### Responsibilities

1. Support FREDLA daily operations including: telephone, mail, supplies, equipment and technology;
2. Maximize the use of digital strategies to ensure internal and external communications are current and relevant;
3. Assist in developing promotional materials and designing marketing strategies to relevant industries;
4. Maintenance of files;
5. Organize and update information, including database
6. Assist in design and update of website
7. Ensure accurate and timely tracking, reporting and monitoring of activities
8. Assist in planning and implementing trainings, conferences and special events
9. Adhere to staff policies and procedures
10. Other duties as may be assigned by the Executive Director.

For consideration email [info@fredla.org](mailto:info@fredla.org) and include resume and description of qualifications **by October 16, 2019.**