



P.O. Box 2195
Pinedale, WY 83115
info@welovepac.com

EMPLOYMENT OPPORTUNITY

Executive Director

The Executive Director will assist the Friends of PAC Board of Directors. They will be responsible for marketing efforts, grant processes, events/fundraising coordination, assisting with finances and other responsibilities for the Friends of PAC. This position is a part-time, hourly position. Generally, the Executive Director should be available (on average) 20 hours per week, and will not exceed 40 hours per week (with Board approval). This position should not exceed 90 hours per month. Hours are expected to be varied, flexible, and task driven throughout the calendar year.

A strong knowledge of the Pinedale Aquatic Center (PAC) and its programming will be required. Residence in Sublette County is recommended. Candidates should have excellent verbal and written communication skills, be organized, creative, and have excellent time management skills. This individual must be able to work independently as well as collaboratively.

Qualifications: High school degree or equivalent required. College course work or experience in writing, marketing and/or design preferred. Technical writing experience, grant writing, and experience working with non-profit organizations preferred. Experience managing and facilitating events is important.

Terms: Starting wage is \$17 per hour, depending on experience. Job site for this position will vary and be flexible. Office space at PAC will be available. Work from home is expected, as well as working off-site to facilitate events. The Executive Director will work with the Board of Directors to establish communication regarding schedule and location.

Application and Deadline: Send your letter of interest and your resume (including references) to info@welovepac.com. Write "Executive Director Candidate" in the subject line. The full Job Description and Terms of Employment are available at www.welovepac.com. **The deadline to apply is October. 15, 2021.**

Questions: Contact Tiffany Biffle - tiffbiffle@gmail.com (307)360-7912