



HELPING PEOPLE. CHANGING LIVES.

Main Office: 469 East Ohio Street, Circleville, OH 43113-2034  
Phone: 740-477-1655  
Fax: 740-474-9277  
Website: [www.picca.info](http://www.picca.info)  
Executive Director: Andrew Binegar

## **JOB POSTING**

**DATE:** November 7, 2019

**DEPARTMENT:** Administration

**POSITION TITLE:** Executive Director

**SALARY RANGE:** Negotiable with experience and education

**HOURS:** Agency Hours: M-F, 8am-4:30pm (Salaried Position)

**JOB SUMMARY:** To work with the PICCA Board of Directors to set policy and to carry out these policies in the day-to-day activities of all programs operated by the agency. Organize and develop a strategic plan to ascertain community needs and the problems of economically disadvantaged persons as well as current or potential programs to address those needs. To determine accountability for customer satisfaction in all agency programs.

**QUALIFICATIONS:** Bachelor's Degree or higher in Public Administration, Business Administration, Social Services or related field. Or equivalent in education and experience. A minimum of 5 years experience in non-profit organization in leadership role, or minimum of 5 years supervisory experience; experience with project management and strategic planning for multi-service organization. Valid driver license and be insurable under agency policy is also required.

**DIRECT DEPOSIT ELECTRONICALLY FOR COMPENSATION IS REQUIRED.**

**DEADLINE FOR APPLICATION:** November 21, 2019

**SEND RESUME' AND COVER LETTER TO THE ATTENTION OF:** Denise Pontius, 469 E. Ohio Street, Circleville, OH 43113 or [dpontius@picca.info](mailto:dpontius@picca.info)

### **PICCA is an Equal Employment Opportunity Employer**

#### ***Affirmative Action Policy Statement:***

The Pickaway County Community Action Org. Inc. (hereinafter referred to as PICCA) hereby declares and affirms its commitment to equal opportunity in employment and provision of services. PICCA will comply with all requirements of the Civil Rights Act of 1964 and other applicable statutes, regulations, or executive order, which prohibits discrimination, based on race, color, national origin, sex, age, political affiliation, or disability. The organization maintains compliance with related statutes including but not limited to the Americans with Disabilities Act. PICCA also maintains a formal Cultural Diversity Policy.

Ashville Neighborhood Center  
97 Miller Avenue  
Ashville, Ohio 43103  
740-983-2530

Corwin Center  
Head Start  
145 East Corwin Street  
Circleville, Ohio 43113  
740-474-7411

Ohio Center  
Early Head Start/Head Start  
722 Clinton Street  
Circleville, Ohio 43113  
740-474-9544