**JOB TITLE: CCVN HOA Executive Director**

**JOB SUMMARY:**

Under minimal supervision, support the HOA Board by performing a wide range of administrative support activities and writing. This position is a non-voting member of the HOA Board.

**ESSENTIAL DUTIES:**

* Coordinate annual meeting
* Coordinate monthly board meetings
* Call for meeting quorums
* Set meeting locations
* Set meeting agendas with board president
* Take meeting minutes
* Send neighborhood communications
* Draft and mail ARC and CRC correspondence
* Draft and send out Architectural Review Committee (ARC) and Covenant Review Committee (CRC) notices
* Coordinate neighborhood events and recruit host families
* Write, gather material, edit, and review tri-annual print and online newsletter for neighbors
* Maintain email database and MailChimp
* Manage HOA mail and mailbox
* Recruit new board members
* Audit HOA website and provide website material to webmaster
* Maintain storage facilities and transportation of neighborhood property
* Serve as neighborhood liaison to City and all other intergovernmental agencies

**MINIMUM QUALIFICATION REQUIREMENTS:**

**Education**

* High school diploma or GED.
* Some college coursework preferred.

**Experience**

Minimum 3 years experience.

**Skills**

* Knowledge and use of relevant PC software applications and skills to use them effectively, and strong writing skills.
* Planning skills to be self-directing and to work with a minimum of supervision, and variety of people.

-Or- An equivalent competency level acquired through a variation of these qualifications may be considered.

**TO APPLY OR FOR MORE INFORMATION PLEASE CONTACT:**