



The Intercommunity Counseling Center (ICC) seeks a half-time Executive Director to provide leadership in the areas of operations management, public relations, and fund development. ICC is a non-profit organization that provides counseling services to individuals and families living in Whittier, California, and its surrounding communities. Building on our core values of clients first, integrity and quality, clinical training, diversity of services, and accountability, our mission is “to provide professional counseling, sensitive to the needs of clients of diverse ethnic, cultural, and spiritual backgrounds in the Whittier community and surrounding areas.” ICC is located in its recently renovated and centralized office space near Whittier’s historic Uptown district. While ICC serves a broad and diverse set of clients, the core of our clientele can best be described as Whittier’s working poor – this year, we will give nearly \$2 of every \$3 charged back to the Whittier community in the form of sliding scales and fee assistance. ICC is also proud of its exceptional clinical training program for student therapists and our many collaborative efforts with area non-profit organizations and programs.

Job Responsibilities

Reporting to the board of directors, the Executive Director (ED) accomplishes the following job duties:

1. Fulfill job requirements as assigned by the Board of Directors of ICC for the position of ED.
2. Participate in the strategic planning efforts and initiatives of ICC.
3. Manage the preparation of reports required or requested by the Board of Directors and/or funders.
4. Attend and participate in Board of Directors meetings and Committee meetings as an ex-officio member of the Board.
5. Provide the Personnel Committee with recommendations for necessary staffing for the Clinical Director, administrative, and non-clinical employees.
6. Interview prospective paid employees/consultants and make recommendations to the Personnel Committee on the employment of the prospective employees/consultants.
7. Provide employee/consultant evaluations to the Personnel Committee
8. Participate in the development of the budget in conjunction with the Finance Committee of the Board.
9. Provide leadership for fundraising, business development, and other supportive activities for the benefit of ICC, including but not limited to grant writing to support capital and operating expenses.
10. Manage daily expenditures.
11. Manage regular staff meetings.
12. Supervise the delivery of workshops, consultations, and community relations activities.
13. Provide supervision and management for contract services (e.g. programs for students and the homeless).
14. Interview and hire administrative non-paid volunteers and employees.
15. Collaborate with the CD as necessary to assist with the appropriate delivery of services (e.g. support the CD’s work to hire, train, schedule, and evaluate professional and student therapists).
16. Collaborate with the CD in all program evaluation activities.

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Qualifications

Individuals interested in applying for the Executive Director position must meet the following minimum qualifications:

- Master's degree in Psychology, Counseling, Business, or a related field.
- Three to five years of related experience working in the non-profit sector, including experience in office management, employee supervision, and demonstrable success in fundraising/grant writing.
- Sensitivity to the unique mission of ICC and the history, purposes, and work of the counseling profession.
- Appreciation for the integration of the religious and/or spiritual values of clients into the counseling process.
- Personal and professional dispositions consistent with the mission of ICC including, but not limited to, a positive outlook, flexibility, creativity, and a sense of humor.
- Ability to work with a highly diverse clientele as well as with a diverse staff and Board of Directors.
- Ability to communicate orally and in writing with staff, clients, student and professional therapists, funders, and the general public.
- Strong critical thinking and decision-making skills.
- Excellent organization and time management skills; ability to work independently.
- Ability to formulate, interpret, and manage budgets
- Proficiency in basic computing skills (e.g. Word, Excel, internet applications).

ICC will give preference to candidates who additionally hold an earned doctorate in Psychology, Counseling or a related field and to those who are licensed in the State of California as a psychologist or marriage and family therapist.

Compensation

The ED position is a half-time position requiring approximately 20 hours per week. ICC shall compensate the ED a salary of \$1,800 - \$2,250 per month, as is consistent with the candidate's experience and qualifications. ICC does not provide medical or retirement benefits as a part of the executive director's compensation. Independent contractual work or other employment should not conflict or interfere with the position of ED.

Application Procedures

Interested candidates should send a cover letter, résumé, and contact information for three professional references to Dr. John L. Hoffman, President of the Board of Directors, c/o Intercommunity Counseling Center, 7702 Washington Avenue, Whittier, CA 90602. Review of applications will begin December 14, 2009 and continue until the position is filled. ICC is an equal opportunity employer.

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