



Executive Director Position Description

The Executive Director is a part-time home-based position that reports directly to the Board of Directors. Applicants will need to have their own access to internet and office space.

1) Time & Wage

- 20-25 hours per week
- Some weekends and evening during Civic & Commerce events
- \$20,000 per year

2) Event Planning

Coordination of Civic & Commerce core events

- Homecoming (Follow School Scheduling)
- Main Street Trick or Treating (Halloween)
- Frost Festival (December)
- Button Raffle (December)
- Food Drives (November & December)
- STAR-Bucks (December)
- Membership Drive (January)
- Hop into Lisbon (April)
- Sip & Shop (May)
- Happy Days (June)

3) Time Log

Keep an accurate record of hours worked and tasks completed to be approved by the board at monthly meetings.

4) Responsibilities

Daily

- Communication with businesses & non-profits
- Checking and responding to emails
- Member Advertising
- Social Media Management

Weekly

- C&C Bucks Reimbursements
- Finances (bill pay, invoicing)
- Member Interaction (2-4 per week)
- Event Progression

Monthly

- Host Member Meetings
- Create Board Agenda & Financial Statements
- Move Member of the Month Board
- Newsletter

5) Other Duties as Assigned

This position will take a self-motivator who has a passion for seeing businesses thrive in Lisbon. They will need to be outgoing, organized, and attentive to detail. They will need to be able to work efficiently under minimal supervision while still completing tasks. They must be an excellent communicator. They must be open to new ideas and duties as the board sees feasible.