

Job Announcement  
Four Square Community Action, Inc.

Four Square Community Action, Inc. (FSCA) is hiring for the position of Executive Director/HUD Section 8 Director. This position is responsible to the FSCA Board of Directors. Primary duties include: works with the board of directors to fulfill the organization's mission, responsible for the fiscal integrity of the agency, responsible for overseeing the administration of the HUD Section 8 Program, effective administration of FSCA's operations, establishing administrative policies and procedures for all day-to-day operations, supervise and collaborates with organization staff.

The applicant must have: a working knowledge of nonprofits and nonprofit boards, a working knowledge of business and management principles, budgeting, and state and federal regulations pertaining to a nonprofit; a working knowledge of managing and supervising senior-level management staff, a working knowledge in HUD Section 8 Housing Voucher Program and administration of HUD Section 8 programs, a knowledge of grant writing, strong leadership and team-building skills, excellent written/oral communication skills, ability to determine and prioritize a demanding workload while being flexible to emergent/unplanned needs and situations, and the ability to develop, manage, and supervise others.

**EDUCATION AND EXPERIENCE**

Bachelor's Degree in human service, public administration or related field and four to five years of experience working with public and private social service entities.

This position is full-time and is located in Andrews, NC. Interested applicants may obtain an application online at [www.foursquarecommunityactioninc.com](http://www.foursquarecommunityactioninc.com) or by calling the main office at 828-321-4475. This posting will remain open until the position is filled.