

Concerned, Inc. is seeking a full-time Executive Director to be responsible for all aspects of the agency including, but not limited to:

- daily operations
- provision of quality services to customers/clients/stakeholders
- fiscal management
- personnel administration

Qualified candidates shall possess at minimum a Bachelors degree, administrative experience, two years experience in a human service field, in addition to a working knowledge of budget planning and strategic positioning. Salary is negotiable.

Applications for this position will be accepted until October 15th and should be sent to:

**Personnel Director
PO Box 293
Harlan, IA 51537**