



SAIL, Disability Network of the U.P.

1200 Wright Street, Suite A

MARQUETTE, MI 49855-4744

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Website: www.upsail.com

SAIL JOB POSTING

EMPLOYMENT OPPORTUNITY

Applications due no later than Noon, Wednesday, January 3, 2018

Position Available: Assistant Director

Job Type: Full-time Salaried, Exempt

Starting Wage: \$37,000 - \$40,000 annually

Work Schedule: Monday through Friday, 8:15am to 4:45pm. Additional hours as needed.

Reports To: Associate Director

Organization Description:

SAIL's mission is to assist individuals with disabilities and promote accessible Upper Peninsula communities for all. Serving the 15 counties of the U.P, SAIL is a private, non-profit organization that was established in 1998.

Position Description:

The Assistant Director provides agency and key operational leadership for the overall organization. This role supervises assigned employees (5 full-time staff members), program areas, and various management/administrative functions as assigned. Responsibilities involve ensuring smooth daily operation of agency, delivery of impeccable customer service, meeting program completion and requirements, and effective relationship building both within the organization and out in the community. This position is a member of the organization's upper management team that is responsible for the overall success of SAIL by improving financial and organizational efficiencies so that SAIL's mission and strategic plan can be accomplished.

Expected Duties and Responsibilities:

- A. Supervise and support assigned SAIL employees on a daily basis.
- B. Provide effective leadership to support and oversee daily flow of the agency programs and services.
- C. Serve as agency "go to" person for direct service employees to ensure the Executive Director, Associate Director and Finance Director are alleviated from most routine daily operations duties.
- D. As assigned, provide management/administrative support and duties to develop, coordinate and process the daily needs of the agency.
- E. Participate and contribute in SAIL special events as assigned by a supervisor.
- F. Complete other duties as assigned by a supervisor.

Expected Skills and Qualifications:

- A. **Education:** Bachelor's or Master's degree in management, administration, business, human services or related field. Equivalent work experience will be considered for non-related degrees.
- B. **Experience:** Five to ten years working in a professional environment is required, preferably in the non-profit sector. Extensive direct supervision of multiple staff members and effective leadership performance is required. Strong background and familiarity with human service delivery related concepts, practices and procedures.
- C. Exceptional leadership, supervision and team player skills required. Strong interpersonal skills and demonstrated professional presence a must both internally in the agency and out in the community.
- D. High level of professionalism, confidentiality and maturity required including exercising sound judgement in dealing with challenging employee issues and when to seek advice/counsel from supervisor.
- E. Support SAIL's mission and values. Sensitivity to and awareness of independent living issues. Knowledge of IL movement and a demonstrated commitment to the IL philosophy.

Though not a requirement of the position, people with disabilities are strongly encouraged to apply.

Please submit a cover letter, completed SAIL application and resume no later than Noon on Wednesday, January 3, 2018:

Superior Alliance for Independent Living (SAIL)
Attn: M. Griffen, Associate Director
1200 Wright St. Ste. A
Marquette, MI 49855
or
marcy@upsail.com
Fax (906) 228-5573

***No phone calls will be accepted pertaining to this position.**

Please find a copy of our application and job description on our website:
www.upsail.com/employment.php