

MICHIGAN

COLLEGE ACCESS NETWORK

PROFESSIONAL OPPORTUNITY: ASSISTANT DIRECTOR

The Michigan College Access Network (MCAN) seeks a full-time ASSISTANT DIRECTOR for its Lansing Office. The Imagine Fund, MCAN's fiscal sponsor, would employ the Assistant Director. The Assistant Director reports to MCAN's Director.

MCAN's mission is to dramatically increase the college participation and completion rates in Michigan, particularly among low-income and/or first-generation students of all ages. MCAN does this by advocating for public policy in support of Michigan students; providing leadership, technical assistance, and professional development to college access professionals; sharing best practices among the statewide network; actively supporting a network of local college access networks; helping communities plan and implement new college access strategies; implementing statewide college access initiatives; and strengthening like-minded and mission-aligned partner initiatives.

An advanced degree in education, business, communications, or non-profit/governmental management and design, and at least five years of relevant work experience in the field, is preferred. A bachelor's degree, and a minimum of three years of professional experience, is required. In-depth knowledge of Microsoft Office Products is required. Needs to have a valid in-state driver's license for local and occasional distance travel. Must have excellent written and oral communication skills, interpersonal skills, and organizational skills. Must be flexible and able to independently make strategic decisions, generate innovative ideas and solutions, and multitask. Salary will be commensurate with experience.

The ASSISTANT DIRECTOR will be responsible for:

- Directing MCAN's communication, marketing, and technology strategies
- Contributing to the creation of MCAN's strategic plan
- Managing public and media relations
- Maintaining MCAN's website and other media/marketing/communication tools
- Implementing the KnowHow2GOMichigan public awareness campaign
- Representing MCAN and/or the Director with major stakeholders, the nonprofit community, government officials, and the public.
- Engaging in other such duties as may advance the organization's mission

The ASSISTANT DIRECTOR may also be asked to support MCAN staff on other projects such as membership solicitation, fundraising, program evaluation, advocacy, and stakeholder engagement.

MCAN has a strong commitment to diversity and is an Equal Opportunity Employer. Interested applicants should send a resume and cover letter detailing salary history and

requirements to hr@micollegeaccess.org by **October 8, 2010**. Questions about this position can be emailed to brandy@micollegeaccess.org.