

HELP WANTED
Community Center Director
Full-Time Position

This position will be responsible for the marketing, promotion, operation and management of the Windom Community Center. Additional responsibilities include supervisory and administrative work including coordination and direction of programs, employees and operations of the facility.

Minimum qualifications

- Bachelor's Degree in Business Management or related field with 3 years of related experience.
- Marketing, sales and promotion experience.
- Good communication skills and ability to work with the general public.
- Valid Minnesota driver's license within 60 days of employment.
- Ability to lift 50 pounds.

The position requires local travel and is subject to callbacks, weekends, evenings and holiday duties. Preference may be given to an individual who has experience in marketing and promotion as well as management.

The salary range for the position is \$53,747 to \$67,184 plus benefits. Application materials and the job description are available at Windom City Hall, 444 9th Street, or on the City's website (www.windom-mn.com). Submit resume and applications to: City of Windom, Attn: Denise Nichols, PO Box 38, Windom, MN 56101. Deadline for accepting applications is Monday, June 13, 2022, at 5:00 p.m.