

North Newstead Association

Executive Director- Job Description

Position Summary: Provide executive leadership to the organization, including supervision of employees, developing, and managing projects, and serving as the organization's representative before various City and State entities.

Position reports to: Board of Directors

Position Responsibilities:

- Supervise employees daily, including delegation of responsibilities and job functions, as well as conduct regular employee reviews and evaluations.
- Develop and manage potential construction projects, including creating and maintaining project files and coordinate construction and development schedules.
- Serve as a representative of the organization to elected officials and community leaders.
- Other responsibilities as assigned.

Application Process: To apply for this position, please submit your resume and cover letter to Sal Martinez at martinezs@employmentstl.org or mail to 4601 Pope Ave., St. Louis, MO 63115 Attn: Sal Martinez, Board Vice-Chair. Resumes and cover letters must be received by April 17, 2022 at 11:59 pm. North Newstead Association is an Equal Opportunity Employer.