

Date Posted:

12/21/2009

**Texas Head Start Association**

**JOB OPPORTUNITY POSTING**

**Job Title: CHIEF OPERATING OFFICER**

**Employer/ Agency: TRI COUNTY COMMUNITY ACTION**

**Job Description: Responsible for the overall operations of a Non-profit organization Including the Community services, Head Start, EHS, Youth Services, Energy Assistance and Weatherization departments.**

**Qualifications: Bachelor's Degree , prefer familiarity with non-profit organization, And prefer Master's degree in Management field**

**Hours: 8:00am-4:30pm**

**Salary: DOE**

**Send your resume and cover letter to:**

**Attn: Theresa Bell-HR Director**

**Address: P. O. Box 1748**

**City, State, Zip: Center, Texas 75935**

**Telephone: 800-464-1839 x13**

**Fax: 936-598-7272**

**E-mail Address: mstheresabell3@sbcglobal.net**

**Application Method Preferred: e-mail or fax to 936-598-7272**

**Opening Date: 12/21/2009**