

August 23, 2017

COOL Ministries – Waukegan - Seeking Executive Director

Due to the retirement of our long term Executive Director, COOL Ministries is seeking a full time Executive Director for our non-profit faith based organization. COOL operates two food pantries and a transitional housing program. This is a professional position that requires knowledge and experience of business functions; management of volunteers and department managers; education in Christian ministry; work with a board of directors; office management and computer skills. Must possess the ability to organize, coordinate, motivate and manage functional groups of the organization. Must possess effective human relations skills that will result in positive working relationships with staff, volunteers and board. Must be skilled in community building; possess writing ability, communication skills and time management. Confidentiality and a sense of humor are important.

A minimum of BA/BS with relevant job experience is required. Masters degree is preferable.

Any interested candidate should send their resume to Reverend Wayne Jahn, 618 W. Grove Ave., Waukegan, IL. 60085 or email at lcmsredeemer@aol.com