



**BOND COUNTY TRANSIT**



# Seeking Executive Director

Bond County Senior Center/Bond County Transit has many programs that it operates; Meals on Wheels, the county food pantry, public transportation and providing insurance counseling to residents of Bond County, to name a few.

- Supervise 26 staff and 75+ volunteers: oversee all HR functions
- Manage budgeting, payroll, AP/AR, and reporting using QuickBooks
- Manage federal and state grants, including Meals on Wheels, Pantry and IDOT funding
- Ensure compliance and reporting to the Area Agency on Aging and IDOT
- Lead fundraising, marketing, social media, public relations and special events

## *Qualifications:*

- College Degree or 5 years experience in aging and/or transportation field
- Administrative ability and experience in program planning, budget control, personnel management, human relations and grant management
- Certificate in food sanitation for IDPH (Must obtain within 90 days if not currently certified)
- Clean criminal background check
- Must pass pre-employment drug/alcohol screening and Driving Record check.
- Must obtain Senior Health Insurance Program certification

## *Compensation:*

- Salary commensurate with experience
- PTO, Paid Holidays

**APPLY  
NOW**

BCSC is an equal opportunity employer and a drug free workplace.  
Please email resume to [melissa.marti@bondseniors.org](mailto:melissa.marti@bondseniors.org) or mail to 1001 E. Harris Ave., Greenville, IL 62246