

# WE ARE HIRING!

## *DIRECTOR of OPERATIONS*

### **Responsibilities include:**

- Maintain compliance records for organization
- Track grant deadlines and annual review schedules
- Catalog Required Employee & Volunteer Trainings
- Prepare Data Reports as needed for Compliance
- Reconcile Inventory of Equipment - Audit Reports
- Demonstrate integrity and confidentiality in all work

For additional information + submitting your work history and/or resume with additional inquiries, please contact: **Executive Director, Susie Clack**

[susieclack@virginiashousetx.org](mailto:susieclack@virginiashousetx.org)

