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August 30, 2021

Contact: Barbara de Michele, Interim Executive Director, Influence the Choice

Phone: 206-898-5210

Email: [execdir@influencethechoice.org](mailto:execdir@influencethechoice.org\)

**Influence the Choice Seeks Executive Director**

Influence the Choice, Issaquah’s youth drug prevention coalition, is seeking an Executive Director to provide leadership for staff and volunteer activities. The successful contractor will work on a part-time basis with the executive board, a three-person staff, twelve sector representatives and volunteers to reduce and prevent youth substance abuse in the Issaquah School District area.

Experience in youth substance abuse prevention is preferred but not required for this position. Candidates should demonstrate sustained leadership accomplishments, community organizing skills, knowledge of non-profit governance, familiarity with fundraising, and interest in and support for activities that promote youth and youth leadership development. Demonstrated support for organizational diversity, equity and inclusion is a must.

Influence the Choice is funded primarily through a federal grant, with some additional fundraising activities. The successful candidate for this position will be required to participate in federal online classes, and may be required to attend in-person national conferences, to learn about managing the federal grant as part of their job duties. Such participation and attendance is paid for by the federal grant. The City of Issaquah currently acts as ITC’s fiscal agent.

Work will be based within the Issaquah School District service area and community residency is desired. The selected contractor will be expected to work virtually from home or engage in meetings within the community. No office space will be provided. However, a laptop computer, printer, other office supplies and related expenses will be provided.

Compensation for this position is dependent upon experience, within a range of $30 to $36 an hour, 8 to 12 hours per week, between $15,000 to $18,000 annually. Hours per week will vary, but ITC estimates an *average* of ten hours per week. This position works with the community; occasional evening and weekend work is required. No benefits are provided. Vacation times or other absences can be arranged flexibly with the Executive Board.

Applicants should submit a letter of interest and resume to Barbara de Michele, 580 Front Street South, Unit C-215, Issaquah, WA 98027 or via email to [execdir@influencethechoice.org](mailto:execdir@influencethechoice.org) by Friday, September 24, 2021.

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