



CAN DIRECTOR JOB DESCRIPTION

COMMUNICATION ADVOCACY NETWORK assures that provision of all

essential living services available to elderly residents of Connecticut and to adult blind residents are also accessible to elderly deaf and or hard of hearing native users of American Sign Language and adult deafblind and hard of hearing persons with diminished visual acuity (with or without ASL usage) are equally available without communication barriers is the prime mission of CAN.

1. In Cooperation with Board:

- a) Oversees financial matters to include audit and coordinate with Bookkeeper.
- b) Initiates and manages all projects and service programs including state, federal to the grants.
- c) Assures compliance with strategic plan and federal and state laws.
- d) Schedules board and special meetings and all reports as needed and maintains records as needed.
- e) Prepares policy and procedure manual including recommendations for upgrades as needed. Interpreting support to be provided as needed.

2. Administrative Responsibilities:

- a) Recruits, hires, trains, supervises and evaluates all staff.
- b) Monitors and evaluates all projects, contracted staff with input from clients/service users.
- c) Maintains cordial and cooperative relationships with fundraising providers, state legislators, local and nationwide Deaf, DeafBlind and Blind with Hearing Loss communities and other diverse cultural groups.
- d) Do other duties as assigned.

3. Essential Skills: Fluent in American Sign language (ASL) familiar with all related Deaf, DeafBlind and Hard of Hearing communication strategies, effective interpersonal skills, ability to provide financial oversight, willingness to work collaboratively with funders, Deaf, DeafBlind and Hard of Hearing communities. Flexibility in terms of work scheduling. Educational or Experience requirements: Preferred bachelor's degree, though related experience may substitute for educational requirement. Equal Employment Opportunity

Salary: Negotiable

Closing Date: November 1, 2023

Benefits: Negotiable

Starting date: Negotiable

Applications of interest and resume should be sent or email to: CAN Search Committee, Communication Advocacy Network, Inc. 151 New Park Avenue, Suite 101 (Box 83), Hartford, CT 06106 or CANsearchcommittee@cancorp.org