



## Communication Advocacy Network, Inc.

151 New Park Avenue  
Suite 101, Box 83  
Hartford, CT 06106  
(860) 566-9489  
(860) 566-9490

### CAN Board

Bud Durand, Chair

Debbie Bosworth,  
Treasurer

Lisa Flaherty-Vaughn

Edward Peltier

LeRoy Terrio, Jr.

Wade Terry

Roselle Weiner,  
Grants Manager

Susan V. Pedersen,  
Director

Dr. Harvey Corson,  
Honorary Member

### CAN Executive Director Job Description:

- **Supervises and evaluates:** all office staff and Contracted personnel annually and as needed,
- **In cooperation with the Board:**
  - manages administrative functions
  - initiates/oversees fund raising events and special meetings
  - oversees all financial matters including various budgets and annual audits and coordinate work with bookkeeper.
  - projects including all state, federal and local grants.
  - schedules Board and special committee meetings and presents minutes and all reports as needed.
  - assures compliance with Strategic Plan and federal and state laws
  - prepares Policy and procedures manual for Board approval, including recommendations for updates. Interpreting support to be provided as needed.
- Maintains cordial, cooperative relationships with all funding providers, state legislators, local and nationwide groups representing Deaf, Deafblind, Hard of Hearing communities and allied providers and other diverse culture community groups.
- Plans, arranges, evaluates contracted staff training with input from service users/clients.
- Recruits, hires, trains CAN staff.
- Do other duties as assigned.
- **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 community. Flexibility in terms of work scheduling. Educational or Experience requirements: Preferred BS Degree, though related experience may substitute for educational requirements. **Equal Employment Opportunity**

Salary: Negotiable.

Benefits: Negotiable

Closing date: August 1, 2023

Starting date: Negotiable

Applications with resume and three letters of recommendation as required should be sent or email to:

CAN Search Committee  
Communication Advocacy Network, Inc.  
151 New Park Avenue, Suite 101 (Box 83)  
Hartford, CT 06106

[CANsearchcommittee@cancorp.org](mailto:CANsearchcommittee@cancorp.org)