



The Miami Valley Educational Computer Association located in Yellow Springs, Ohio has an immediate opening for an Associate Director to work in our Yellow Springs office.

The MVECA Associate Director will manage business operations, human resources, and contractual engagements with clients and outside vendors. The Associate Director will help provide leadership and vision for a dynamic and growing organization.

Preferred Qualifications:

Bachelor's degree in technology or business-related field and/or equivalent work experience.

- An understanding of ITC and/or governmental operations, shared services, and councils of government.
- Understanding of, or ability to learn, basic concepts pertaining to computer technology, network, datacenter, and related business functions.
- Experience with contract management and accounts payable and receivable functions.
- Ability to maintain productive supervisory relationships and experience with human resource management.
- Professional demeanor and ability to provide client organizations with excellent customer service.
- Desire to work for a progressive organization and have a meaningful impact in the public sector.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documented evidence of a clear criminal record.

Other Desirable Qualifications:

- Group presentation and customer training experience.
- Work experience in the information technology industry.
- Goal-oriented, career-minded.

Salary is negotiable and commensurate with experience. 260 day employment contract.

To apply immediately please email your cover letter and resume to employment@mveca.org