



## TOWN OF BURLINGTON

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BURLINGTON, MASSACHUSETTS 01803

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*Joanne M. Faust, SPHR*  
*Human Resources Director*

### **Notice of Job Vacancy** **Executive Director, Burlington Community Life Center**

The Town of Burlington seeks qualified applicants to serve as the Executive Director for the Burlington Community Life Center (BCLC). The BCLC is a Town department responsible for providing mental health and social services to families with adolescents and young adults. BCLC also provides information and referral services for all residents regardless of age. Working under the administrative direction of the Town Administrator, the Executive Director provides leadership and supervision for five (5) clinical staff and one (1) administrative assistant, as well as part-time graduate interns (approximately 3-4 annually). The Executive Director also plans and implements an extensive staff clinical training program, supervises staff-led programs, prepares and manages the department's budget, researches and writes grant proposals, coordinates the graduate internship program, and represents the BCLC at a range of events and meetings.

Licensed Masters Level Clinician (preferably LMFT), 10 years experience (combined clinical and administrative), family systems training/orientation, as well as extensive staff and clinical supervision experience is required of the successful candidate. The position is 30 hours each week with a highly flexible schedule available within normal business hours of the BCLC, Monday through Friday.

This position is included within the Administrative & Professional Compensation Plan. Starting salary will be in the low-mid \$50,000's, commensurate upon experience, plus comprehensive and generous benefits.

Interested candidates should send resume and cover letter to:

Joanne M. Faust, SPHR  
Human Resources Director  
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29 Center Street  
Burlington, MA 01803  
Fax: 781-238-4696  
Email: [hr@burlmass.org](mailto:hr@burlmass.org)  
Apply online (preferred): [www.burlington.org](http://www.burlington.org)

**Resumes received by December 10, 2010 will receive first priority. Position will remain open until filled.**

*The Town of Burlington is an Equal Opportunity Employer*