

## ***ANNOUNCEMENT   ANNOUNCEMENT***

The Board of Directors of the Retired Teachers Association of Chicago announces the opening of the position of Acting Executive Director. Parties interested in this position must **submit a letter of application, a resume and two letters of recommendations** to Marcella L. Morrison, Search Committee Chairman at [DDE58@aol.com](mailto:DDE58@aol.com). *The deadline for receiving these items is June 15<sup>th</sup>*. An interview will be a part of the selection process for this position.

### **QUALIFICATIONS:**

- Shall be a member of the Retired Teachers Association of Chicago and be familiar/knowledgeable with/about the Chicago Retired Teachers Aid Fund
- Shall receive a pension from the Public School Teachers' Pension and Retirement Fund of Chicago
- Shall have outstanding organizational skills.
- Shall have skills in fiscal management, budgets, internal controls, and disbursements.
- Shall cooperate with the Legislative Committee and RTAC's lobbyist to address legislative issues and concerns that will impact upon the members of RTAC.
- Shall be familiar with and be able to use current technology with emphasis on computer skills and software knowledge.
- Shall have excellent communication skills.
- Shall be responsible for the employment, training and supervision of paid and volunteer personnel under approved policies and resolution of the Board of Directors.

Upon receipt of an applicant's letter of application, resume and two letters of recommendations, you will receive a confirmation and an appointment for an interview date. Salary for this position is \$3,600.00 per month.

All correspondence is to be sent to: Marcella L. Morrison, Search Committee Chair at [DDE58@aol.com](mailto:DDE58@aol.com). If you are not able to e-mail your documents, mail them to:

RTAC  
Attention: Marcella L Morrison  
20 East Jackson Boulevard  
Suite 1500  
Chicago, Ill. 60604-2235