



Lummi Island Scenic Estates
Community Club, Inc.

1211 Island Drive, Lummi Island, WA 98262
(360) 758-2699 www.LISECC.com

Job Solicitation: LISECC General Manager

Lummi Island Scenic Estates Community Club seeks qualified candidates to fill the position of General Manager with our organization.

Position:

The LISECC General Manager is a part-time salaried/non-exempt position reporting to and working at the direction of the LISECC Board of Directors. Compensation is based upon a part-time status of 0.6 FTE and is set by the Board of Directors. Work schedule is determined by job needs and may include occasional weekends, evenings, and holidays. Benefits are as described in the current LISECC Personnel Policy Manual. A full description of job duties is available on our website at www.lisecc.com/part5/section5-6.

Qualifications:

- Excellent organization / prioritization skills.
- Proven “people” skills in dealing with co-workers, membership, outside professionals, and the general public.
- A working knowledge of computer skills, including Microsoft word, Excel, etc.
- Experience dealing with Boards of Directors and/or Home Owners Associations a plus.

Process:

To apply, candidates should respond via email with a resume, cover letter, and references to liseccboard@gmail.com. References supplied may be contacted. We will conduct an initial review of applications on March 23, and qualified candidates will be contacted to schedule an interview date and notified if additional information is required by the hiring committee. Position is open until filled.

About Lummi Island Scenic Estates...

Lummi Island Scenic Estates is a residential community located on Lummi Island, Washington. LISECC is the largest managed community on Lummi Island with 399 dues-paying lots, an award winning shared water treatment and distribution system, and amenities that include a marina, clubhouse and mountain swim lake. We are governed by our published by-laws ([here](#)) with an elected volunteer Board of Directors.

From the LISECC Personnel Policy Handbook:

The policy and intent of LISECC is to provide equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, affectional orientation or gender identity, status with regard to public assistance, disability, sex, or age. LISECC intends to respond affirmatively in its employment practices. Affirmative action applies to all aspects of employment practices including, but not limited to, recruiting, hiring, placement, promotion, demotion, transfer, training, compensation, benefits, layoff, recall, and termination. LISECC seeks to do business with vendors that encourage equal employment opportunity. LISECC intends to recruit, hire, and place applicants on the basis of the applicant's relative knowledge, skills, and abilities. The decision to employ an applicant will be based solely on the individual's qualification for the particular position along with other requisite job skills. Minimum qualifications shall be specified in the job description. When a new position is established, the Human Resource Committee Chair or Executive Director will prepare a job announcement identifying the position's responsibilities and overall relationship to LISECC for posting or circulation within LISECC and for public notification. Posted positions will be open for a minimum application period of 15 days.