



WiredWest Communications Cooperative seeks

Assistant Director

WiredWest is a cooperative of the Municipal Light Plants (MLPs) of six towns (Becket, Heath, New Salem, Rowe, Washington, Windsor). The cooperative provides shared financial management, operational services and maintenance for the six town's fiber-optic internet plants.

WiredWest seeks an experienced individual who can gradually assume the role of Executive Director (ED) from the existing/outgoing ED over a period of 6-12 months. During this period, the Assistant Director (AD) would participate in all functions of the ED. The expectation is this would involve 4-8 hours/week on average **including two monthly zoom board meetings**. Expected compensation is negotiable and modest – in the range of \$12-15,000/year. At the conclusion of the training period, subject to Board approval, the candidate would assume the role of ED which is currently compensated at \$30,000/year. WiredWest currently offers no benefits for either the AD or ED.

Work would be performed mostly in the candidate's home office; but as needed the AD would be required to travel to Cummington, Mass. to meet with the current ED; and to Goshen, Mass to meet with the Treasurer for purpose of signing warrants and other financial responsibilities. The candidate must have a fast, reliable internet connection and strong knowledge of typical business software including Word, Excel, Zoom, DropBox. The candidate must be familiar with preparing, reading and interpreting financial reports including P/L, Balance Sheet, and analytical documents.

The strongest candidates for this position will have substantial knowledge of the nature, purpose, and operations of Massachusetts Municipal Light Plants (MLPs) organized to provide internet services; will be highly organized and detail-oriented; strongly-principled; able to work in a consensus-building environment with the working Board; and be willing to make at least a five-year commitment to the role of ED if selected and upon completion of the training/transitional period.

Candidates should submit their resume and statement of interest via email to jobs@wiredwest.net. The position will remain open until filled. A more detailed job description will be provided to candidates who pass initial screening by the hiring committee. Final hiring decision will be by the WiredWest Board of Directors.