

Connecticut Ready Mixed Concrete Association, Inc.
DbA/Connecticut Concrete Promotion Council
912 Silas Deane Highway
Wethersfield, Connecticut 06109

Job Posting
Job Description and Primary Duties
Executive Director (Part Time)

I. Primary Functions

Represents the interests of the Concrete Promotion Council and oversees all activities relative to the promotion of concrete including, but not limited to:

- Coordinates and facilitates outreach to potential specifiers, users, and others.
- Builds membership and retention.
- Organizes member business meetings and social events.
- Liaison to National Ready Mixed Concrete Association promotional programs.
- Maintains website and publishes newsletter.

II. Other Duties

- Receives Direction and Reports to the President of the Council, and Executive Director of CRMCA.
- Collects and disseminates information on issues relative to the ready mixed concrete industry.

III. Qualifications

- Person must possess a minimum of 5-10 years of relevant experience in cement and concrete production, applications, and installation.
- Unique understanding of the business needs of members.
- Ability to be able to communicate orally and write clearly, and articulately.
- Ability to develop strategy and the resolution of issues.

- Must possess superior human relations skills with the ability to build relationships, and work well both independently and as part of a team.
- Must be detail orientated.

Please send resume to:

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