

## Managing Director of ASLE

The Association for the Study of Literature and Environment (ASLE) seeks a Managing Director to support ASLE activities and collaborate with organization Officers and Coordinators to implement the priorities of the leadership council. The Managing Director will administer existing functions of the organization, promote its interests, foster its development, and plan its long-term financial stability.

The ideal candidate will:

- Understand the mission, function, and purpose of our non-profit scholarly association (see [www.asle.org](http://www.asle.org)), demonstrate a commitment to ASLE, and have familiarity with the environmental humanities.
- Be well-organized and detail-oriented.
- Have excellent written and oral communication skills.
- Be familiar with managing a budget, a website, and a membership database, and preferably have specific experience with QuickBooks and WordPress.
- Have experience with conference and event planning.
- Be a quick study: as the sole regular employee of ASLE, there are many aspects of the job to learn ([see full job description](#)). Training will be provided.
- Be able to work a flex-time schedule: while the position is salaried and based on 25 hours per week, the biennial conference requires many more hours to plan in the weeks leading up, with the opportunity to ramp down hours in the weeks afterwards

Salary is commensurate with experience, in the \$45,000 range.

Please submit a cover letter and resume by May 31 to ASLE Co-Presidents April Anson ([april.anson@uconn.edu](mailto:april.anson@uconn.edu)) and Alexander Menrisky ([amenrisky@uconn.edu](mailto:amenrisky@uconn.edu)).