

**Lake Junaluska Assembly, Inc – Conference and Retreat Center** – a United Methodist institution located in Western North Carolina, seeks inquirers and applicants for the position of;

## **Executive Director – Chief Executive Officer**

A detailed position descriptions and application is available online at - [www.lakejunaluska.com](http://www.lakejunaluska.com) careers page or by contacting the Human Resources Office at Lake Junaluska Assembly, Inc. - Karen Kirby, PHR - Director of Human Resources (828) 454-6707 email [kkirby@lakejunaluska.com](mailto:kkirby@lakejunaluska.com)

### **Applicant submission requirements:**

- 1. Cover letter (500 words or less) expressing your interest, passion and vision for the position, including proven knowledge, skills and previous experience relevant to the position.**
- 2. Application including salary history**
- 3. Résumé**

**Application Deadline: August 10, 2010**

### **Submit your completed cover letter, application and resume to;**

Lake Junaluska Assembly-Human Resources Department

Attn: Karen Kirby

P.O.Box 67

Lake Junaluska, NC 28745

or email to: [kkirby@lakejunaluska.com](mailto:kkirby@lakejunaluska.com)

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