



## CORAL BAY COMMUNITY COUNCIL

Mail: 9901 Estate Emmaus, St. John, VI 00830  
8-1 Estate Emmaus, Coral Bay, St. John, U.S. Virgin Islands  
Coralbaycommunitycouncil@hotmail.com Phone/Fax: 340-776-2099

[www.CoralBayCommunityCouncil.org](http://www.CoralBayCommunityCouncil.org)

- a 501(c)(3) nonprofit organization -

### **Part-time, Short Term Administrative and Project Jobs - Description and Job Posting**

**Organization:** The Coral Bay Community Council (CBCC), a 501(c)(3) nonprofit organization, is a 400-person membership organization founded in 2003 that manages community improvement projects and undertakes environmental education and outreach, watershed management planning, restoration and stormwater management projects. It is funded by grants, dues and donations. Due to the recent hurricanes, CBCC has taken on additional responsibilities to help with recovery.

**Website:** [www.coralbaycommunitycouncil.org](http://www.coralbaycommunitycouncil.org)

**CBCC is hiring several positions to assist in administrative, communications and service delivery for its many projects – especially including hurricane relief and recovery work and grant funded projects. These jobs will be short-term, temporary appointments to accomplish designated tasks – which could include any combination of the following skills and activities.**

#### **Skills and activities needed – at various times and in various combinations:**

Write and edit project summaries, updates, web content, meeting notices & press releases  
Data entry and updates of resident, member and donor records, email lists  
Answer phone, office and email inquiries  
Distribute information, flyers and brochures and posters around St. John  
Update and post on website and social media sites  
Create spreadsheets for financial and other reviews  
Prepare contract documents and assist in managing bidding & contracting processes  
Support grant project objectives, employees and volunteers, as needed  
Maintain files, project notebooks and other record systems  
Schedule, track and communicate with volunteers on projects  
Assist with fundraising communications and tracking  
Contact residents in their homes on issues  
Participate in project meetings

Knowledge of road grading, concrete and/or construction processes – ability to coordinate and manage such projects

Knowledge of terrestrial and/or marine species to assist in identification of species and inventory of current state of the environment after the hurricanes. Hiking, snorkeling and boating capabilities.

Communications and service delivery to residents for special projects

If needed for tasks: Proficiency in MS Word, Excel, and Outlook, and willingness to learn other office software. Other software knowledge desirable. Wordpress, Mailchimp, Paypal marketing software very useful.

Demonstrated relevant job experience and minimum of high school graduation.

Self-motivated; Quick learner, Positive “get it done” attitude.

Knowledge of Coral Bay and interest in CBCC issues.

Demonstrate excellent interpersonal, verbal and writing skills.

Must live on St. John. Preferably have driver’s license. and have car to use for work purposes (mileage reimbursement).

**Hours:** Approximately 10 to 20 hours a week. Or could be a few weeks at 30 to 35 hours. To be determined based on assignment.

Actual work schedule could be flexible.

**Location:** Office located in Coral Bay, St. John.

**Benefits:** Only for Permanent employees.

**Salary:** Negotiable, depending on experience and tasks. Hourly rate. All tax and employment regulations will be followed. NOTE: Volunteers are very welcome to apply for any of these positions – to double their value to the community.

**Application deadline:** Jobs open until filled.

**Start Date:** Immediate, as scheduled

**To apply:** Please stop by the office (you may call for appointment to Michelle Bransom, Office Manager, 340-201-9292) or e-mail your resume and a cover letter describing your skills and interest in these positions with your current contact information to [cbcc@coralbaycommunitycouncil.org](mailto:cbcc@coralbaycommunitycouncil.org) using subject header “Part-time Position”.

**CBCC is an Equal Opportunity Employer and has a Drug Free Workplace Policy.**

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