



CORAL BAY COMMUNITY COUNCIL

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Environmental Programs Associate or Manager

Job Description/Posting

Closing Date: January 3, 2018, open until job filled

Summary: The Coral Bay Community Council (CBCC) is seeking a professional staff member to work on several grant-funded environmental and community projects, and manage and implement a variety of communications and recordkeeping functions required in a successful small nonprofit agency. Must have excellent writing capability and office computer skills, including Word and Excel. Be able to lead project teams. Education and experience in environmental matters. Potential for advancement.

Organizational Purpose: The Coral Bay Community Council (CBCC) is a nonprofit agency located in Coral Bay, St. John, USVI which undertakes projects funded by federal grants and other sources for the good of the community and the protection of our natural resources, and engages local residents and property owners in participating in environmental protection and community building.

Position Responsibilities: CBCC is seeking a professional staff member to assist in organization administration and contribute to managing and executing several new and existing projects. The successful candidate will be an individual with strong writing, office computing, analytic and project management capabilities, and a proven self-starter. Depending on qualifications, the job hire will start as Associate or Manager. Strong potential for advancement.

Job responsibilities include guiding all natural resource protection efforts and watershed management projects, organizational administration, speaking at public meetings, financial reporting, and writing articles, press releases, and website text on CBCC programs and environmental education/concerns, and grant proposals. There will also be specific project tasks, often supported by grants – which could include water quality monitoring and analysis or other environmental quality research.

Since most of the grant opportunities are in various environmental protection fields, including watershed management and community outreach, drinking water and waste water treatment improvements, education and interest in relevant environmental fields is important. We encourage candidates to review the broad scope of activities on our website.

This is intended to be a permanent position and is dependent on the successful completion of and future receipt of grants for funding.

Compensation and job title are negotiable and will depend on the successful candidate's skills and capabilities.

This position is an excellent opportunity for someone interested in being involved in managing a small non-profit agency, and taking on increased responsibility as experience is gained.

Location: Office is in Coral Bay, St. John.

Qualifications:

Master's Degree or Bachelor's Degree (with several years experience) in a relevant environmental or planning or engineering field. Advanced degree is preferred.

Strong, demonstrated ability in written and oral communications, including writing technical research reports, articles grant applications, and reports for popular distribution.

Strong working knowledge of Microsoft Office Word and Excel, and other office software.

Ability to learn and use WordPress and other website programs.

Ability to work well with a variety of people

Receptive, quick learner

Ideally, will have knowledge of standard contracting procedures, GAAP accounting principles, and nonprofit federal grants accounting policies, procedures, and regulation.

Must have driver's license. Preferably live on St. John and in Coral Bay, and have car to use for work purposes (mileage reimbursement).

A background check will be required of final applicant prior to hire.

Hours & Location: Full time: 30 to 35 hour workweek, occasional evening meetings. Actual work schedule could be flexible: i.e.: 4-day week, or during school hours. Office located in Coral Bay, St. John

Benefits: 3 weeks vacation annually (for 35 hour week). Holidays, Sick leave and Health insurance and Life Insurance.

Salary: Negotiable, depending on experience.

References required.

To Apply: Please email to CBCC@coralbaycommunitycouncil.org (Subject Line: Environmental JOB application) with cover letter explaining your interest in the position and a detailed resume and writing sample.

CLOSING DATE

Applications will be reviewed beginning January 3, 2018, and the posting will remain open until filled.

Start Date: Immediate

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

CBCC encourages women and minorities to apply.