



## CORAL BAY COMMUNITY COUNCIL

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CBCC@CoralBayCommunityCouncil.org Phone 340-776-2099  
www.CoralBayCommunityCouncil.org

### Community Programs Associate

#### Job Description and Job Posting 3 11 20

**To apply:** Please e-mail your resume and a cover letter describing your qualifications for this position, and compensation requirements to [cbcc@coralbaycommunitycouncil.org](mailto:cbcc@coralbaycommunitycouncil.org) using subject header "Community Programs Associate".

**Summary:** The Coral Bay Community Council (CBCC) is seeking a person to be responsible for key staff work on a number of projects that involve planning and building needed community facilities for education, meetings, recreation and other valuable purposes in Coral Bay. The successful candidate will be an individual with excellent communications skills in person and in writing, good at team building and with strong organizational and project management skills. 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. Post hurricane, CBCC is also involved in various Hurricane Recovery projects. Candidates are encouraged to review the broad scope of activities on our website.

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

#### Position Responsibilities:

Key staff work on a number of projects that involve planning and building needed community facilities for education, meetings, recreation and other valuable purposes in Coral Bay.

Management of several facility projects simultaneously, both CBCC and partner led.

Write grant and project proposals, do project budgets, and grant reporting -

Coordination and contracting of various project steps: (survey, architect, environmental consulting, construction)

Coordination of Volunteers and Volunteer projects within the community

Principal staff person to do Capital Fundraising for building community facilities

Community engagement and communication through social media, emails and public meetings

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

**Qualifications:**

Bachelor's Degree or several years of relevant experience.

Experience in construction project management, contracts and budgeting helpful.

Demonstrated organizational skills

Strong, demonstrated ability in written and oral communications

Use Microsoft Office Word and Excel, and other office software.

Learn and use WordPress and other website programs.

Use social media for work-related projects and communications.

Work well with a variety of people and create volunteer and fundraising enthusiasm.

Quick learner and Self-starter

Ideally, have experience with Capital Fundraising campaigns

Have Virgin Islands driver's license. Preferably live on St. John and in Coral Bay, and have car to use for

work purposes (mileage reimbursement).

Reports to Executive Director and works with other CBCC staff and volunteers as a supportive team.

Interested in advancement and personal job growth.

Background check will be required of final applicant prior to hire.

**Hours:** Full time preferred – Regular 35 hours. Part-time possible as agreed. Occasional evening meetings and weekend time necessary.

**Benefits:** 3 weeks vacation annually. Holidays, Sick leave and Health insurance and Life Insurance, per CBCC Policies and Procedures Manual.

**Application deadline:** March 29<sup>th</sup> - Resumes will start to be reviewed. Job open, and applications welcome until filled.

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

3 11 20

Job ad:

**Community Programs Associate Job Posting - Coral Bay Community Council (CBCC)**

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See job description and how to apply at: [www.CoralBayCommunityCouncil.org](http://www.CoralBayCommunityCouncil.org).

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