



CORAL BAY COMMUNITY COUNCIL

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www.CoralBayCommunityCouncil.org
- CBCC is a 501(c)(3) nonprofit organization -

Part-time Job Posting (or Contract)

Project Associate to Prepare National Register of Historic Places Applications for Local Historic Schoolhouses

The Coral Bay Community Council (CBCC) seeks a part-time Project Associate who will be responsible for doing the research and writing of the National Register of Historic Places applications for two small schoolhouse buildings, one at the Guy H. Benjamin School and the other on East End, St. John. The project must be completed within one year. Ideally, the selected candidate will have a strong personal interest and knowledge of the local St. John and Virgin Islands culture and history as well as some academic qualifications and perhaps have written relevant papers or articles. This may be an opportunity for someone starting out in the historic preservation field to gain valuable experience. There is potential for future expansion of this position to include other CBCC projects, if mutually desired. NOTE: This project could also be undertaken for a set fee as a consulting contract, at the applicant's request via a written proposal.

- **Duration:** Start immediately for up to one year to complete documents.
- **Hours:** Flexible, approximately 20 hours per month, or more if project is completed in less than one year.
- **Location:** At home or in CBCC office (as allowable given COVID-19 situation).
- **Hourly rate:** \$25.00 as part-time temporary employee OR could be undertaken as a contract for a set fee of about \$7,700 (not including National Archives Washington DC research & travel).
- **Responsibilities:**
 - Research historic documents to develop narrative and chronology for Historic Places applications.
 - *Milestones:* Relevant documents/citations uploaded to CBCC cloud and available for inclusion in Historic Places application, list of major bibliographic references, and determination of best method to get National Archives info during/after COVID.
 - Review and scan relevant St. John Historical Society files for inclusion in their new archives and use in this project.
 - *Milestone:* Scanned documents to be saved to cloud location and relevant documents identified for use in Historic Places applications.
 - Interview local culture bearers and people who attended or worked at schools to document their oral histories and obtain photographs for inclusion in the

applications. Participate in one or more community meetings (virtual likely) to discuss/share local history.

- *Milestone:* Interview notes, videos, and photos uploaded to CBCC cloud for use in Historic Places applications.
- Draft Historic Places applications, following detailed instructions and submit draft to SHPO and CBCC management for review. Information about the National Register listing process and required forms and instructions are available here: <https://www.nps.gov/subjects/nationalregister/national-register-forms.htm>
 - *Milestone:* Draft Historic Places application submitted to SHPO and CBCC management for review.
- Revise and complete Historic Places applications and submit to SHPO for formal submission.
 - *Milestone:* Historic Places applications determined complete and submitted to SHPO for nomination.
- Prepare website content on history of each school's use to be shared via the CBCC website.
 - *Milestone:* Webpages published.
- Prepare periodic grant reporting information for Executive Director to submit.
 - *Milestone:* Reporting information provided to Executive Director at least one week in advance of 3 reporting deadlines.

Qualifications and Skills to be demonstrated in application and interview:

- Knowledge of St. John and USVI history, and relevant educational background.
- Factual, descriptive writing skills to complete National Register of Historic Places applications in the required manner.
- Document & archival research skills, including retrieving, recording, using and citing research resources.
- Microsoft Office 365 skills - will need to use Teams, One Drive, Outlook and Word.
- Warm, sincere interpersonal skills to conduct interviews with culture bearers and engage with other resources, including via virtual means.
- Lives on St. John.

Application deadline: Applications will be reviewed upon receipt with intention of choosing the best candidate on or after February 20, 2021. Applications accepted until filled. Proposals to perform these functions under contractual arrangement accepted within the same deadline parameters.

To apply: Please e-mail your resume, one or more writing samples showcasing your knowledge and interest in history and the skills needed for this job, and an email “cover letter” describing your skills and interest in this position with your contact information to jobs@CoralBayCommunityCouncil.org using subject header “Project Associate.” If you would prefer this be a fixed price consulting contract, please provide the above information in the form of a contract proposal.

**CBCC is an Equal Opportunity Employer and has a Drug Free Workplace Policy.
Minority and Women Contractors are Encouraged to Apply.**