



EXECUTIVE COORDINATOR ISLAND GREEN LIVING ASSOCIATION

Job Description:

The **Executive Coordinator** will work with ISLAND GREEN's board president and other board of directors to carry out program development/coordination, fundraising efforts, community outreach/communication, membership development, government/public works liaison and general administrative duties. The Executive Coordinator will also be responsible for updating and maintaining the organization's website and developing a strong social media presence. This is a very hands-on position and requires someone who is self-motivated and a quick learner.

The candidate should be flexible and have a "can do" attitude to make the vision of the board come to fruition, thereby improving the community and the environment. Candidate should be passionate about making a difference and preserving our islands.

Qualifications/Skills Required:

- Self-starter
- Excellent communication (oral & written)
- Strong organizational and administrative skills essential
- High energy level
- Passion for the mission of ISLAND GREEN
- Demonstrated success with fundraising/grant writing OR a keen interest in developing on the job
- Strong computer skills and ability to maintain the website and contact/membership lists
- Ability to multi-task
- Social media savvy
- Experience with non-profits a plus
- Four-year college degree and 3+ years work experience or commensurate life/work experience
- Individual **MUST** reside on St. John

Hours/Compensation:

Five days a week, 24 – 30 hours per week (full-time option possible).
Compensation based on experience.

Description of Organization:

Island Green Living Association (ISLAND GREEN) is a St. John non-profit dedicated to preservation, conservation and sustainability. It got its start in 2004 and has been a guiding force on environmental responsibility since its inception. The organization began as Island Green Building Association (IGBA) and originally focused on promoting sustainable construction practices. On its tenth anniversary in 2014, the scope was expanded to include green LIVING practices, recycling and climate change issues, and the name was changed to Island Green Living Association. ISLAND GREEN believes a holistic approach to sustainable green living can help preserve and protect the spectacular beauty and natural diversity that provides ecological health, a sense of community and the unique quality of life on our islands.

To apply:

Send cover letter and resume with heading “Executive Coordinator Applicant” to Harith Wickrema, President, Island Green Living Association at harith@islandgreenliving.org.