



ISLAND GREEN LIVING

US Virgin Islands

Join Our Dynamic Team!

Now Hiring:

Personal Senior Assistant to Volunteer President, Island Green Living (IN-PERSON POSITION)

Are you highly organized, computer-savvy, diligent, and ready for a challenge? Island Green Living, a 21-year-old nonprofit based on St. John, seeks a dedicated Personal Senior Assistant to support our volunteer president and our fast-paced team in an in-person role. This position blends executive support with a variety of administrative functions, ensuring the smooth operation of philanthropic work dealing mainly with climate change, greening education, and food security. If you are a self-starter with a knack for meticulous coordination and looking for a versatile position, read on!

About the Role:

As a Personal Senior Assistant at Island Green Living, you will handle an assortment of tasks to facilitate daily operations. You will find yourself immersed in activities ranging from file management and travel planning to interfacing with stakeholders, both in the government and private sector as well as with our board of directors.

Key Details:

Job Title: Personal Senior Assistant

Employer: Island Green Living

Location: St. John, USVI

Salary: \$30.00- 40.00 per hour, based on experience.

Hours: Flexible (Monday to Saturday), 20-24 hours per week part-time, or full-time with additional responsibilities

Travel: Occasional

Duties and Responsibilities:

- Excellent knowledge of computers, navigating social media and use of AI as well as basic graphic presentations, i.e. PPT, basic graphic design
- Expertly manage calendars, appointments, and events
- Handle bill payments and manage associated paperwork
- Attend to phone calls, email correspondence, and in-person inquiries
- Assist in organizing events, dinner parties, etc.
- Pick up mail & packages and deliver
- Assist Executive Director from time to time
- Write minutes from the board meetings

What We Expect from You:

Education: Minimum undergraduate degree

Experience: 5+ years

Skills: Excellent organizational abilities, strong communication, independence, attention to detail, able to manage social media including Facebook, Instagram and LinkedIn etc.

Disposition: Professional and responsible; team player

Decision Making: Capable of informed decision-making with limited guidance

Prioritization: Able to effectively prioritize tasks, highly organized

Responsiveness: Anticipate and address needs of the president and team proactively

Technical Proficiencies: Proficient in MS Word and Excel

Familiar with standard office equipment (phones, printers, copiers, scanning)

How to Apply:

If you're looking for a role where you can make a significant impact, please submit a cover note and your resume to: Harith@Islandgreenliving.org

Bring your passion for sustainability and organization as part of our supportive and dynamic team. Apply now to embark on a rewarding career journey with us!