



Friends of the Environment

PO Box AB 20755

Marsh Harbour, Abaco, Bahamas

www.friendsoftheenvironment.org

Seeking Applicants for Campus Manager

Proficiency in:

- Apple computers
- Quickbooks software
- Basic office and time management programs (graphic design and social media experience a plus)

Responsibilities include:

- Kenyon Centre reservations, management, initiating maintenance, main point of contact for Kenyon Centre guests/on-call
- van maintenance oversight (cleaning, fuel fill up, air fill up)
- grounds maintenance oversight
- Learning Centre office management
- collecting office rent from partner NGOs
- banking and bill paying
- managing office calendar (including room rentals, docent schedule)
- merchandise/inventory/sales
- event logistics
- assisting with events, and programs on occasion
- giving campus tours

Qualities:

- self starter, takes initiative
- responsible
- team player
- passion for nature/conservation
- current drivers license
- strong swimmer
- lives on mainland/Central Abaco preferred
- willingness to be flexible, and fill in as needed to ensure program success, occasionally work on weekends and after hours
- reliable personal transportation

Starting salary based on experience.

Start date: end of January 2023 or as soon as possible after that.

If interested, please contact:

Olivia Patterson Maura

Deputy Director

olivia@friendsoftheenvironment.org

Please include CV/resume, references, and letter explaining why you would be a good fit for this position.