



Love City Strong, Inc. is hiring for three positions in 2021.

This packet includes the job descriptions of each available position (pages 3-5), as well as a blank copy of our Application for Employment (pages 6-7).

All job applicants must fully complete the Application for Employment. An applicant's resumé will not be accepted without the inclusion of a completed Application.

Applications may be returned via email at [info@lovecitystrongvi.org](mailto:info@lovecitystrongvi.org) or to our office, located on St. John in Cruz Bay, at the Marketplace, Suite 102. If you are turning in your Application in person to our office, please wear a mask or face covering.

**The Ideal Candidate for All Positions:**

- + Has a passion for their community, disaster preparedness, and public safety.
- + Has attention to detail; is clean and highly organized.
- + Is a reliable person and an effective communicator.
- + Is friendly, kind, and comfortable speaking to strangers.
- + Has experience with: Microsoft Word, Microsoft Excel, Google Drive, Google Docs, and Google Sheets.

Love City Strong, Inc. is an equal-opportunity employer. All employment decisions made by Love City Strong, Inc. are based solely on business needs, job requirements, and applicant qualifications. Love City Strong, Inc. is a registered 501(c)(3) nonprofit organization recognized in the United States and the US Virgin Islands. Our EIN is 66-0887374.

**Please Note:**

Applicants must have a valid form of legal ID, and will be required to complete an IRS Form W-4 and a USCIS Form I-9 if hired.

All new employees of LCS are subject to a 90 day probationary period.

Love City Strong offers 6 paid holidays to all regular employees throughout the course of the calendar year (excluding employees who are under the probationary period).

During the course of employment, all employees will be required to attend a variety of training programs including (but not limited to) First Aid, CPR, CERT, and FEMA ICS. Times and dates of trainings may vary. LCS compensates all employees for their time spent in meetings and trainings.

## **JOB OPENING : Go Team**

The Go Team is Love City Strong's community outreach and field project team. Its members perform a variety of functions for the organization including door to door data collection and surveying; execution of various project tasks independently and alongside contractors and subcontractors; data entry for all projects and maintaining contact with our clients via at home visits or phone calls. They may also be asked to attend or volunteer at community events on behalf of LCS.

This position reports directly to the Community Relations Manager.

Members of the Go Team must be willing to take on new and challenging tasks, learn new skills, and assist others in the organization with their job roles and duties when necessary. A deep, longstanding knowledge and appreciation of the community that we serve is critical to success in this role.

The Go Team members will be expected to step into expanded leadership roles in the event of a disaster in the Territory, and will be asked to complete training and continuing education to that end. LCS compensates all employees for their time spent in meetings and trainings.

This is a part-time position (20-30 hours/week). Shifts typically begin at 9am.

The starting rate of pay is \$20/hour, with an increase in the rate of pay based on the results of an employee performance review after one year. All new employees of LCS are subject to a 90 day probationary period.

## **JOB OPENING : Administrative Assistant**

The Administrative Assistant plays a vital role in managing the administrative affairs and day to day needs of the business. The Assistant's primary responsibilities are working alongside the Foundation Administrator to manage the fiscal, payroll, and general accounting operations of the organization, and assisting the Foundation Administrator in ensuring that all of the organization's policies and procedures are being upheld.

This position reports directly to the Foundation Administrator.

The Administrative Assistant helps monitor multiple lines of customer service and inquiry, including the general email inbox, their own employee email inbox, the office phone lines, and office visitors. In turn, they must take messages and forward inquiries to the appropriate employee in the organization. The Administrative Assistant must be able to communicate the mission and initiatives of the organization. They must be able to answer any and all questions regarding the organization, its Board, its projects, and its long term and short-term goals.

All employees of LCS will be expected to help other employees execute their field work when extra hands are needed, while still executing their daily, weekly, and monthly tasks. This is a full time position (32-40 hours/week). Shifts for this role typically begin at 9am.

The starting rate of pay is \$30/hour, with an increase in the rate of pay based on the results of an employee performance review after one year. All new employees of LCS are subject to a 90 day probationary period.

### Primary responsibilities of the position include:

+ Bookkeeping and accounts management: Track all of the organization's expenses and enter them into the general accounts ledger and individual project ledgers; maintain accurate and up-to date records of expenses across digital and paper records; keep detailed records of all accounts.

+ General office management: Supply ordering, filing, copying, maintaining the organization's calendar and tracking project timelines and schedules across a shared calendar, answering phone calls and emails and forwarding them to the appropriate individuals or taking messages, and maintaining the overall cleanliness and tidiness of the office.

## **JOB OPENING : Asset Manager**

The Asset Manager must be self motivated, and able to complete multiple tasks with varying degrees of frequency and often without direct supervision. The Asset Manager's primary responsibilities are maintaining the organization's vehicles, equipment, and facilities; managing supply inventory; and supporting shipping and project logistics.

This position reports directly to the Operations Manager.

The Asset Manager will be expected to operate a forklift or similar heavy equipment, and a background in vehicle mechanics is preferred.

All employees of LCS will be expected to help other employees execute their field work when extra hands are needed, while still executing their daily, weekly, and monthly tasks. This is a full time position (32-40 hours/week). Shifts for this role typically begin at 8am.

The starting rate of pay is \$30/hour, with an increase in the rate of pay based on the results of an employee performance review after one year. All new employees of LCS are subject to a 90 day probationary period.

### Primary responsibilities of the position include:

- + Manage vehicles, equipment and machinery: Change and/or refill necessary fluids for all vehicles and machinery based on frequency of use, burn rate or manufacturer specifications; maintain a necessary inventory of fuels, lubricants, fluids and replacement parts; make minor repairs including but not limited to: wiper blade replacement, filter changes, light bulb replacement; regularly start and run vehicles out of current operation.
- + Facilities maintenance: Fumigation and pest control; general groundskeeping; maintain an accurate and complete inventory of all commodities; frequent coordination with coworkers, FEMA, and VITEMA to maintain these commodities.
- + Inventory management: Assist the Operations Manager and Foundation Administrator in the planning and execution process of commodities procurement and shipping; use of Microsoft Excel, Google Sheets, and other software to maintain a complete and accurate inventory of commodities.

**Love City Strong, Inc.**

5000 Estate Enighed, PMB 435 St. John, VI 00830

340-714-7744

info@lovecitystrongvi.org

Love City Strong, Inc. is a registered 501(c)(3) nonprofit organization recognized in the US and the US Virgin Islands. Our EIN is 66-0887374.

Love City Strong, Inc. is an equal opportunity employer.

All employment decisions are based solely on business needs, job requirements, and applicant qualifications.

Please print or type on this application.

This application must be fully completed to be considered.

Please complete each section of this application.

**Personal Information**

Name (first and last)

Address

City

State

Zip

Phone Number

Cell Phone Number

Email Address

Are you legally authorized to work in the United States (circle one)?

Yes

No

**Position**

Position Applied For

Available Start Date

Desired Pay

**Education**

School Name

Location

Years Attended

Degree Received

Major

**References**

Name

Title

Company

Phone Number

## Employment History

<b>Employer (1)</b>	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
<b>Employer (2)</b>	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
<b>Employer (3)</b>	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

## Signature Disclaimer

I certify that my answers in this application are true and complete to the best of my knowledge. If this application leads to employment with Love City Strong, Inc., I understand that stating false or misleading information in this application or in an interview may result in my immediate termination.

Name (please print)	Signature
Date	