

# Job Posting: ICB Administrator



The Island Community Board (ICB) on Fishers Island seeks a part-time Administrator to support the work of the Board for up to 24 hours per month. This position requires excellent communication and tech skills, facility with bookkeeping, and flexibility for other ad hoc tasks. On-Island presence will be essential at times, although this position can often be carried out remotely via the internet.

The Administrator's main responsibilities are as follows:

## Communications

- Set up and host monthly meetings on Zoom and in person; other working meetings
- Publicize monthly meetings (e-blast, paper fliers, [www.fishersisland.net](http://www.fishersisland.net), other relevant visibility)
- Take minutes of monthly meetings, distribute them for approval, and post final version
- Publicize the ICB's work and goals in venues such as [FishersIsland.net](http://FishersIsland.net) and the Foghorn newsletters, ICB Annual Report, "Southold Day", Periodic Reports to Southold (to be discussed), and tabling/kiosks on Island.
- Keep the ICB page on [www.fishersisland.net](http://www.fishersisland.net) up to date.
- Promote annual elections and fundraising drives.
- Attend meetings and interface with other Island organizations and taxing districts upon occasion
- Monitor the ICB email account and PO Box for incoming mail; respond or forward as appropriate.

## Bookkeeping

Maintain ICB checking account; pay bills; deposit checks at Liberty Bank in town

- Monitor PayPal account
- Provide Treasurer with information necessary for report at each monthly meeting

## Working Relationships

The ICB Administrator will report directly to ICB President, and work closely with other ICB members, as well as our Southold Town Board Representative, the Editor of [www.fishersisland.net](http://www.fishersisland.net), and the Southold Neighborhood Aide who reports to the Town Supervisor.

## Preferred Skills

Mail Chimp, MS Word; familiarity with Excel and a graphics software a plus; tech savvy.

## Terms

- Fee for services will be a guaranteed \$500 per month with the possibility to invoice at \$25/hour for time exceeding 20 hours per month
- A two-year commitment is requested, with a possibility for renewal
- Either party may terminate the relationship with a 60-day notice

**If interested** please send your resume and cover letter to John McGillian at [jfmcgillian@gmail.com](mailto:jfmcgillian@gmail.com) by September 23, 2022.

**Posted: September 9, 2022**