

Property Attendant Supervisor: (1)

Job Dates: full-time seasonal from: 5/26/19 - 9/28/19

Announcement: Posted February 4th, 2019

Job Description:

Property Attendant Supervisor: Duties of the supervisor include property oversight, employee scheduling, summer staff management, compiling public use reports, data collection, property attending, and public relations.

Skills needed:

Successful applicants must have supervisory and scheduling experience, excellent communication skills; ability to work independently; **have own vehicle transportation and willing to use for travel between island properties**; and enjoy being outside. A working knowledge of data entry and formatting in Excel is necessary.

Pay/Housing:

Salary is \$20/per hour (40 hours/week). Seasonal housing is available if required. If the applicant requires seasonal housing an additional 8 hours of evening or morning property attending responsibilities is required of all tenants in exchange for seasonal housing. You may elect to not stay in land bank housing if you have your own housing.

To Apply:

Application for employment with the land bank is located on the land bank website at www.mvlandbank.com under **employment opportunities**. Use the link to the online application form and follow instructions to upload cover letter and resume.

Interviews will be conducted in person or by telephone. Please contact Ian Peach via email at ian.peach@vineyardlanbank.com, if you have questions or require additional information concerning this job announcement

APPLICATION DEADLINE: March 15, 2019