



22 Broad Street, Nantucket, MA 02554 Tel. 508-228-7240 Fax 508-228-9369

## **PROPERTY MANAGEMENT COORDINATOR**

The Nantucket Land Bank seeks a qualified individual to assist property management staff in the coordination, scheduling, permitting, management and supervision of projects on Land Bank properties. Other responsibilities include conducting site evaluations in response to public inquiries and requests; monitoring abutter encroachments; and handling land management communications.

Requires strong organizational, written and oral communication skills; experience with word processing and creating spreadsheets; knowledge of GIS and GPS technology a plus. Good interpersonal skills and a collaborative approach to project management are necessary. College degree in relevant field required, together with five years' experience in project management including land and construction projects. Unlimited Construction Supervisor's license a plus.

Schedule will be 35 hours per week, 8:00 a.m. to 4:00 p.m., Monday through Friday. Other duties or tasks may be assigned by the Executive Director as needed. Salary commensurate with education and experience; includes full benefits. Must have valid Massachusetts driver's license. CORI check required.

Applications may be obtained at the Nantucket Land Bank office or its website (preferred method) at [www.nantucketlandbank.org](http://www.nantucketlandbank.org). Application, cover letter, resume and references must be received by the Nantucket Land Bank at 22 Broad Street, Nantucket, MA 02554 no later than Friday, October 19th at 3:00 P.M.

**THE NANTUCKET ISLANDS LAND BANK IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER AND AN ALCOHOL AND DRUG FREE WORKPLACE**