The Hurricane Island Center for Science and Leadership (HICSL) is seeking an individual to fill the position of **Facilities Assistant**. As an island-based program, this position is essential to the daily operations on Hurricane Island. The primary responsibilities of this position are to assist in the management, construction and maintenance of systems and infrastructure that are essential to the physical plant operations on Hurricane Island. This position will report directly to the Director of Operations and work closely with the Facilities Manager. A successful candidate must be outgoing, well-organized, flexible and able to function in a dynamic working environment. The **Facilities Assistant** is additionally expected to be integrated into the day-to-day operations of the island and help HICSL maintain our collaborative and intentional community.

**Specific Responsibilities**

* Daily management of physical plant systems, including: fresh water system, photovoltaic power systems, composting toilets, trash composting systems;

* Maintenance of buildings and grounds including:
  * Basic carpentry of HICSL’s buildings (repairs and new construction);
  * Tree clearing, wood splitting, road maintenance;

* Act as a positive role model for program participants; and,

* Participate as a full member of HICSL’s intentional community, including:
  * Following and enforcing campus policies and community expectations;
  * Welcoming visitors to the island and communicating about HICSL’s mission and work;
  * Participating in community tasks including daily and weekly chores; and,
  * Performing other duties relating to the organization’s goals and mission as required.

**Application Submission:** Please submit your application and all pertinent documentation through our online portal [https://hurricaneisland.campbrainstaff.com](https://hurricaneisland.campbrainstaff.com)
Facilities Assistant

A successful candidate must possess these Essential Qualifications:
* Basic carpentry skills: including but not limited to, framing, roofing, and shingling;
* Experience working with a chainsaw (and/or ability to complete a chainsaw safety course);
* Experience working with and troubleshooting operational systems, equipment etc.;
* CPR and First Aid certification or willingness to complete training at your own expense prior to beginning employment;
* Ability and willingness to work and live in a remote, island community with rustic and off-the-grid accommodations where all staff share living and work spaces;
* Work evenings, weekends, and holidays as needed;
* U.S. Citizen or non-citizen permanent resident;
* Demonstrated initiative to identify and complete projects and work independently or as part of a team with minimal supervision; and,
* Effective communication and interpersonal skills.

Preferred additional qualifications include:
* Experience working with heavy equipment, including tractor operation;
* Experience with facilities maintenance, including but not limited to: basic carpentry, understanding of small engines, electrical and plumbing systems;
* Understanding/experience working with sustainable technologies, including photovoltaic systems;
* Experience engaging with students while teaching and/or working in an educational environment;
* Knowledge of New England marine and/or terrestrial environments and wildlife
* Rock climbing and/or SCUBA certification; and,
* Hold a valid driver's license with good driving record (a vehicle is not required but is helpful during off island errands and exploration).

Compensation:
The Facilities Assistant will receive room and board while on Hurricane Island in addition to a competitive salary, paid bi-weekly. This is a paid, contracted position without benefits.

Application materials: (application review begins Feb 1 and continues until positions are filled)
* Completed electronic application at https://hurricaneisland.campbrainstaff.com
* Cover letter explaining your interest in this position and your relevant experience;
* A letter of recommendation from supervisor or other professional who can speak to your strengths, abilities, and qualifications; and,
* College transcript (unofficial is acceptable) if applicable - not required for this position.

Hurricane Island Foundation is dedicated to a policy of nondiscrimination in employment on any basis including race, creed, color, age, sex, religion, or national origin. Because we work with middle and high school students, we are required to do background checks on all seasonal and full-time staff.