Bald Head Association
111 Lighthouse Wynd • PO Box 3030 • Bald Head Island, NC 28461
910-457-4676 • www.BaldHeadAssociation.com

2021 Part-time Summer Job

Duties include:

- Organizing, scanning and saving blueprints and other Architectural Review Committee (ARC) documents for online archiving.
- Collecting and organizing service provider updates for BHA website.

Skills needed:

- Prefer working knowledge of Acrobat Pro, Sharepoint, Outlook and Excel
- Computer savvy
- Fast learner
- Organized
- Detail-oriented

ARC duties will be performed at the Association Center during office hours. Remote work is possible for the service provider update duties. Approximately 30 hours per week, $14/hour.

Submit completed job application (BaldHeadAssociation.com/employment) to: *info@BaldHeadAssociation.com* with “BHA Summer Job” in the subject line by June 2, 2021. Potential candidates will be interviewed via Zoom.

All COVID safety protocols must be followed. BHA is an equal opportunity employer.