



JOB DESCRIPTION

The National Trust for the Cayman Islands is seeking applications for a full-time **Community Outreach Officer** based in George Town, Grand Cayman. The successful applicant will take the message of Cayman's unique and diverse natural and built heritage to the wider community and promote the Trust and its mission to protect what we love forever. The successful applicant will be able to work as part of a small team with a big mission.

Location: National Trust Office, Dart park

Date: September 2026

Job Summary: Plan, develop, manage and coordinate all aspects of community outreach and public education programmes for the Trust. The Trust has a small staff and a huge mission and serves a vibrant diverse community, our outreach must reflect that. The National Trust for the Cayman Islands is a community-benefit organization and relies on the kindness and generosity of the community to fulfill its mission.

Key Responsibilities and Accountabilities:

1 Community Outreach and Education

- ✓ Identify, recommend and prioritize all outreach strategies and initiatives that align with the goals and objectives of the Trust
- ✓ Setup and manage the schedule of activities relating to the mission of the Trust, at public events, service clubs, in schools, at Trust sites, and at other venues
- ✓ Promote the work of the Trust and encourage new memberships, donations and volunteers
- ✓ Represent and speak at Community events on behalf of the Trust.
- ✓ Assist the Marketing Manager with social media campaigns to engage public interest
- ✓ Work with COO's in Cayman Brac and Little Cayman to foster awareness of environmental and heritage conservation on all three islands
- ✓ Assist marketing manager with the preparation of newsworthy and interesting information to share with members and general public via different marketing platforms.
- ✓ Initiate and maintain contact /working relationship with all schools
- ✓ Organize and coordinate volunteers



2. Administration

- ✓ Monthly reports for ED and Council on progress and issues.
- ✓ Implement the community outreach component of the Strategic Plan
- ✓ Annual Goals to be agreed with ED.
- ✓ Prepare and monitor Education and Community Outreach budget with Finance Manager and ED.

What is required to do the Job effectively?

Education and/or Experience:

- ✓ Bachelors degree preferred
- ✓ Experience in customer service
- ✓ Experience in community outreach

Knowledge, Skills and Abilities:

- ✓ Confident communicator with excellent public speaking and presenting skills.
- ✓ Passion for Cayman's built & natural heritage and a desire to make a difference in the community.
- ✓ Ability to work outside of normal business hours to fulfill the functions of the role
- ✓ Good knowledge of social media platforms, their use and reach
- ✓ Good understanding of the Cayman Island's history and environment.
- ✓ Excellent organisational and time management skills.
- ✓ Competent interpersonal skills and a good team player
- ✓ The ability to work unsupervised at times while also being a team player is important
- ✓ Spreadsheet, Word and PowerPoint skills

Reporting and other relationships: This position reports directly into the Executive Director (ED) as to performance and discipline.

Benefits:

The position includes a salary of KYD\$3500.00 per month with fully paid basic health insurance (upgraded to Premium after 1 year of service), generous vacation allowance and pension benefits. The position is based on 40 hours per week with the expectation of weekend and after-hours responsibilities as the norm.