

Vacancy Board member (Treasurer/Secretary)

CARAF is an organization dedicated to connecting scientific researchers (and professionals) from and on the Caribbean and providing them with effective ways to forward their careers. We also aim to create awareness and help bring more science to the Dutch Caribbean. We hope to become the bridge between the Netherlands and the islands and Let the Knowledge Flow.

Job Description Board member

To achieve these ambitious goals we are looking for a board member who can act as a treasurer or secretary (as the current secretary is capable of acting as a treasurer). We are looking for a board member who can help manage and direct CARAF in the direction it aims to go. By working together in a dynamic team, having weekly meetings (variable), and making decisions that will affect CARAF's future. The role in its current form is volunteer work (but can be paid in the future).

Treasurer

We are looking for a treasurer who will lead and manage the financial tasks of CARAF's operations. Your tasks include the management and oversight of CARAF's finances, budget, the procurement of funds from potential partners and other financiers, to auditing and safeguarding CARAF's financial health.

You will be responsible: for the current and planning of future budgets, and acquiring appropriate reports and bank statements throughout the year, culminating in a yearly financial report.

Secretary

We are looking for a Secretary who will lead and manage the organisational tasks of CARAF's. Your tasks include CARAF's organisational aspects such as, answering emails, making minutes during meetings, making sure all (legal) documentations are accounted for and so on.

Your profile

You are driven and professional with a passion for science and the Caribbean and can work in a team setting. This role can ultimately help you make an impact on the islands (while living in the Netherlands). Furthermore, you can assist future generations from the Dutch Caribbean who would like to pursue a career in science and also facilitate research that has an impact on local legislation.

Job Requirements

- Minimal University bachelor's degree (any field)
- Team player/Positive and go-getter attitude/ Open mindset
- Organizational skills
- Verbal and written communication skills in English & Dutch
- (Flexible) & Average of 1-4 hours p/week (variable)
- (treasurer) Resident of the Netherlands & Experience with finance or similar positions is a pre
- Experience in board setting is a pre
- Native of the Dutch Caribbean is a pre

Contact

Interested? Please send us a copy of your resume and cover letter (**1 page max**) at info@carafscience.com or if you have any questions.