



MAILBOX COORDINATOR

Position Summary:

With guidance and support from the Canyon Community Alliance (CCA) Board, the Mailbox Coordinator will plan and coordinate the purchase, installation and administration of the Valle community Cluster Box Units (CBUs) on CCA land to provide convenient and centralized mail services to the community members.

This role is vital to providing mail service to many people in the community that currently are unable to easily send and receive mail; including checks, bills, letters from friends and family, election and other communication, etc.. Consistent and dependable mail delivery is critical for people living in our community to be engaged and participating in our society.

Type: Volunteer

Duration: On-going

Hours: 4-8 hours per/week initially, 4 hours/month on-going

Role and Responsibilities:

- Work with the Williams Post Office, Coconino County Planning and Zoning Department, CBU vendors, funding sources and local contractors to determine CBU installation requirements, costs and potential funding sources, and develop a project budget that will include CBU installation, ongoing administration and maintenance expenses.
- Work with potential funding sources to determine how much of the expenses can be offset with donations.
- Determine how mailboxes within the CBUs will be assigned to local residences, whether or not and how much residences will be charged for a mailbox.
- Review the budget, installation plan and make recommendations to the CCA Board for installing, administering and maintaining the mailboxes.

Once the CBU installation is approved, this position will be responsible for coordinating the installation and administration of the CBUs and mailboxes, including mailbox assignments and any required coordination with the Williams Post Office and County personnel.

Desired Qualifications / Experience:

- Enjoys getting things done
- Good communication skills and team collaboration
- Ability to work constructively with multiple organizations and people
- Excel/Google Sheets experience
- Familiar with budgeting
- Familiar with project management
- Has a desire to contribute to the Valle community