



KEEP THE MIDLANDS
BEAUTIFUL
KEEP AMERICA BEAUTIFUL AFFILIATE

ENVIRONMENTAL ASSISTANT JOB DESCRIPTION

Position Summary: Provides support for all Keep the Midlands Beautiful initiatives and activities. This is a part-time position.

Salary: 28 Hours

Supervisory Supervised by the Executive Director of Keep the Midlands Beautiful.

Essential Functions & Responsibilities:

Program Coordination and Community Involvement

- Working closely with the Executive Director and program partners, coordinates Keep the Midlands Beautiful involvement with the Green Steps environmental education program, including the Green Steps website.
- Oversees and updates the websites on the Keep the Midlands Beautiful organization platform.
- Oversees interns-update on AAH/AAW/GAC
- Makes presentations to school and adult groups to expand the understanding and knowledge of Keep the Midlands Beautiful programs and issues.
- Participates in festivals, conferences, cleanups and other special events on behalf of Keep the Midlands Beautiful.
- Manages the recruitment and coordination of volunteers for education programs.
- As needed, attends meetings and events where Keep the Midlands Beautiful is a member organization and/or where litter prevention, beautification, recycling, and other environmental issues are addressed.
- Responds to phone and e-mail inquiries from the general public in a timely manner.

Public Relations

- Makes presentations to school and adult groups to expand the understanding and knowledge of Keep the Midlands Beautiful programs and issues.
- Works to achieve and maintain a positive, visible community image, assuring that Keep the Midlands Beautiful is known as a valued organization.

Fundraising

- Promotes membership to volunteer groups.
- Assists with signature event fundraiser.

Qualifications

- Bachelor's degree preferred.
- Proven experience in non-profit or educational program implementation.
- Ability to prioritize, juggle multiple tasks, and work independently.
- Excellent organizational skills.
- Ability to communicate effectively and persuasively, both orally and in writing.
- Must be detail oriented.
- Skilled in the use of the Mac, Microsoft Office suite, Excel, WordPress a must.
- Website management preferred.
- Knowledge of or interest in recycling, beautification, litter prevention, and other environmental issues preferred.

Please send your resume to info@keepthemidlandsbeautiful.org. We will be accepting applications until April 15, 2019. No phone inquiries, please.