

Job Description

Job Title: Program Coordinator
Reports To: Program Administrator
Status: Part-time (20 hours per week)



Job Purpose:

Coordinates activities for some of Keep the Midlands Beautiful's (KMB's) ongoing volunteer programs and initiatives including the Adopt-A-Highway and Adopt-A-Street litter programs, One Time Cleanups, and the WasteWise recycling program. Provides assistance for other programs as needed and helps with volunteer recruitment and retention.

Essential Duties and Responsibilities:

Program Coordination and Community Involvement:

- Works closely with Program Administrator and interns to coordinate efforts.
- Recruits, coordinates, and manages volunteers.
- Responds to phone and email inquiries from the general public in a timely manner to address questions related to litter, recycling, and beautification.
- Mentors projects in Lexington and Richland County schools participating in the statewide Green Steps program.
- Participates in weekend cleanups, recycling events and festivals, gives daytime and evening presentations, and may attend meetings and state and national conferences on behalf of KMB.
- Writes and revises policies and procedures.

Public Relations:

- Follows all expectations outlined in the KMB public relations policy. All media items should be pre-approved by the Executive Director prior to being sent out.
- Makes approved presentations to school and adult groups to expand the understanding and knowledge of KMB programs and issues.
- Works to achieve and maintain a positive, visible community image, assuring that KMB is known as a valued organization.

Fundraising:

- Promotes membership in and donations to KMB.
- Recruits corporate Adopt-A-groups.
- Assists with annual Volunteer and Partner Appreciation event.

Reporting and Data Tracking

- Track, record, and report data as needed, including supplies, interactions with the community, and report cards to meet KMB, state, and national reporting requirements.

Supplemental Functions:

- Performs other similar duties as required.
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Job Specifications and Qualifications:

Knowledge:

- Knowledge of, or interest in, litter prevention, recycling, beautification, and other environmental issues

Skills:

- Ability to communicate effectively and persuasively, both orally and in writing
- Comfortable speaking to groups and to giving TV and radio interviews
- Skilled in the use of Microsoft Office Suite, Adobe Creative Suite, Mail Chimp, Bee Pro, and Canva
- Ability to prioritize, multi-task, and work independently
- Excellent organizational skills
- Must be detail oriented
- Must have a clean driving record and be able to drive a large pickup truck

Education & Experience:

- Bachelor's degree, with 1 to 3 years of experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- Proven experience in non-profit or educational program implementation.

Licensing and Certifications:

- Valid Driver's License
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Working Conditions / Physical Requirements:

- Work is performed primarily in an office environment and requires the ability to operate standard office equipment and keyboards. Must have the ability to lift and carry bins and boxes containing litter pickup supplies, recycling bins, bags of shoes, parcels, packages, and other items up to 30 pounds,
 - Some work (less than 15%) requires working outdoors under extreme weather conditions hosting recycling events and conducting litter pickups on roads and waterways which may require walking up to 2 miles, bending, crouching, grabbing and other physical movements as well as loading and unloading supplies for events. Beautification projects will require the individual to plant trees, flowers, and shrubs with the use of garden tools such as shovels, rakes, etc.
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Salary

- \$18-20/hour, based on knowledge and experience
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About Keep the Midlands Beautiful

- KMB was established as a non-profit affiliate of Keep America Beautiful in 1989 to serve Richland and Lexington Counties. Our mission is to engage, inspire and educate the Midlands to invest in our community through litter prevention, recycling, and beautification. Each year, over 5,500 Midlands residents volunteer to support this mission, including approximately 300 groups regularly removing litter on area roads and waterways, schools and businesses coming together to implement recycling programs, and communities pursuing beautification projects.
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This job description is designed to provide an overview of the types of duties and responsibilities that will be required of this position and title and shall not be construed as a declaration of the only duties and responsibilities. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Fair Labor Standards Act (exempt/non-exempt) is designated by position. The employer actively supports Americans with Disabilities Act and will consider reasonable accommodations.