

# Job Description

## Job Title: Program Manager

Reports To: Executive Director

Status: Full-time (35-40 hours per week)



Keep America Beautiful® Affiliate

### Job Purpose:

Manages, coordinates, and supervises activities for select Keep the Midlands Beautiful (KMB) volunteer programs and initiatives which include the Adopt-A-Highway, Adopt-A-Street and Adopt-A-Waterway litter programs, annual, monthly and one-time litter cleanup events, recycling events and programs, and beautification projects.

### Essential Duties and Responsibilities:

#### Program Coordination and Community Involvement:

- Works closely with Executive Director, the other Program Manager and all 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 Step program.
- Participates in weekend litter cleanups, recycling events and beautification projects, gives early morning, 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 community organization.

#### Fundraising:

- Promotes involvement with 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, local, state, and national requirements.

### Supplemental Functions:

- Performs other similar duties as required.

## 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 giving TV and radio interviews
- Skilled in the use of Microsoft Office suite, Adobe Creative Suite, Mail Chimp, 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

---

**Working Conditions / Physical Requirements:**

- This position is office-based (not remote) at the KMB office in West Columbia, SC.
- Most work will be performed Monday through Friday from 9 a.m. to 5 p.m., however, occasional presentations may be given outside of 'normal' work hours and this position requires supervision at several Saturday morning events.
- 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 pound.
- 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 may require the individual to plant trees, flowers, and shrubs with the use of garden tools such as shovels, rakes, etc.

**Salary and Benefits**

- \$40,040 - \$47,320/year, based on knowledge and experience
- Vacation and paid time off.
- Flexible work schedule.
- Health benefits provided.

---

**Interested?**

- Send resume to Traude Sander, Executive Director, at [tsander@kmbsc.org](mailto:tsander@kmbsc.org).
- For more information, call 803-733-2526 or email [tsander@kmbsc.org](mailto:tsander@kmbsc.org).
- The job will be filled as soon as an excellent candidate is found.

---

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.