



Position Title: Keep Rutherford County Beautiful Coordinator

Position Type: Part-time (average 25 hours/week)

Location: Rutherford County, NC

Position Summary:

The Keep Rutherford County Beautiful (KRCB) Coordinator will recruit and coordinate volunteers to assist with clean-up efforts, collaborate with partners to provide waste reduction education, and coordinate annual public events to promote a clean community. The KRCB Coordinator will strive to ensure county residents of all ages have opportunities to learn about and engage with local waste reduction and sustainability efforts.

Ideal candidates will demonstrate aptitude for working with local school systems and community members, be experienced in public engagement, event planning, program management, and community collaboration, and have a vision to provide pathways for civic engagement across Rutherford County. The KRCB Coordinator is a staff member of Rutherford Outdoor Coalition (ROC) and works under the supervision of the Executive Director. This is a part-time position averaging 25 hours per week, based in Rutherford County, NC.

About Keep Rutherford County Beautiful: Keep Rutherford County Beautiful is the county's local affiliate of Keep America Beautiful. The grassroots organization strives to educate and empower Rutherford County citizens to take pride and live green. KRCB is composed of local business leaders, government officials, nonprofit directors, and community members, and is expanding by hiring a staff member with Rutherford Outdoor Coalition (ROC). ROC is a nonprofit dedicated to improving and promoting local outdoor recreation. This position is primarily funded by the Tourism Development Authority, an organization dedicated to promoting the growth of tourism for and in Rutherford County.

Position Duties and Responsibilities:

Education and Outreach:

- Coordinate citizen groups involved in recycling and other waste minimization, neighborhood beautification, and cleanup programs
- Maintain and expand current programs and special events as well as implement new programs and events
- Coordinate with local schools to engage students in environmental stewardship campaigns, including the yearly Spring Litter Sweep, RecycleBot Challenge, and Litter Bowl
- Work in collaboration with volunteers, board members, and staff to attend outreach events, school programming, and other public engagement opportunities

Communications:

- Write and publish press releases, social media posts, and related summaries of programs and events for public awareness and engagement
- Update the WIX-based website with current information about events and programs
- Manage social media accounts, including Facebook and Instagram pages



Administrative:

- Coordinate paid litter pick-ups with the Tourism Development Authority
- Maintain the organization's Keep America Beautiful Affiliation through yearly reporting efforts
- Coordinate and present at board meetings, Education and Marketing Committee meetings, and Litter Committee meetings
- Attend meetings and serve on partner committees pertaining to related topics
- Coordinate yearly Green Scholarship opportunity for local high school students
- Assist with researching and writing grants as needed
- Other comparable duties as assigned

Preferred Qualifications:

- Bachelor's Degree in Environmental Science, Education, Public Relations or related field, or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities
- Experience in education or working with local school systems
- Experience with volunteer management, public engagement and event planning
- Strong organizational and time management skills
- Strong interpersonal skills and ability to work collaboratively with government and non-profit partners, board members, volunteers, and other staff members
- Excellent written and oral communication
- Proficiency in Google Drive, social media platforms, and other applicable software

Physical Qualifications:

- Ability to lift, move, and handle weight of up to 50lbs.
- Ability to work on feet for an entire workday in varying conditions. May experience exposure to extended periods of sun, rain, cold temperatures, wind, water and potentially uneven terrain that may contain trip hazards.

Pay: Minimum \$20/hour based on experience and qualifications

To demonstrate skills and interest, please submit a cover letter and resume to Jerry Stensland at jerry@rutherfordoutdoor.org for consideration.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.