



KEEP AMERICA BEAUTIFUL AFFILIATE



## Coordinator of Love Your Community, Education, and Outreach

**Date:** February 8, 2021

**Location:** Mobile County, Alabama

**Organization:** Keep Mobile Beautiful, Inc.

**Submit Resumes to:** [jobs@keepmobilebeautiful.org](mailto:jobs@keepmobilebeautiful.org)

### Organization Overview

The mission of Keep Mobile Beautiful, Inc. (KMB) is to motivate Mobilians to take greater individual responsibility in their community environment.

The purpose of Keep Mobile Beautiful, Incorporated:

- To promote, encourage and maintain public interest in the general improvement of the environment of the Mobile community.
- To support the goals of KMB through volunteer services and projects.
- To initiate, plan and direct programs for litter prevention, beautification and recycling.
- To develop and promote partnership activities with other interested groups.

### Summary

This position has primary responsibility as the Love Your Community Project Coordinator, and educator in all local schools, and outreach programming with civic and community groups. The scope of the responsibility required by this position is flexible and will be as determined by the KMB Board.

KMB is an Affirmative Action and Equal Employment Opportunity employer. Applicant selected for the position must have or undergo an ABI/FBI criminal history background check (fingerprinting administered through sites selected and approved by the Board) and been declared suitable and fit to teach under state law. Applicants selected must also pass a drug-screening test via forms provided by the KMB Board.

### Compensation

This is a part-time position with no benefits. The contracted hourly rate will be \$15-\$25 based on experience.

### Required Education and experience (certifications, licenses)

- Bachelor's degree or relevant experience in education, communications, environmental sciences, or related fields preferred.
- Minimum of 2 years of experience
- Driver's license

### **Physical demands, environment, and schedule**

- Medium outside activity level is required
- Workday is typically Monday-Friday, but often evenings and weekends may be required dependent on events
- Dress appropriately for the varying duties

### **Required knowledge, skill, and abilities**

- Ability to work under pressure/meet tight deadlines
- Ability to adapt to a fast-moving/changing culture
- Strong interpersonal skills, ability to establish rapport with a diverse array of people
- Self-motivated; ability to work independently/manage time effectively
- Excellent writing and verbal skills
- Proficiency in word processing, spreadsheets, and presentation software
- Works as part of a team/display a positive attitude
- Familiarity with video conferencing platforms
- Familiarity with Browser/Web-based data entry
- Strong listening and problem-solving skills

### **Duties and Responsibilities**

Services may include but are not limited to Love Your Community Project Coordinator duties and environmental education to public, private, and parochial teachers and students, as well as Civic organizations in Mobile County, Alabama.

▼ Love Your Community Project Coordinator duties include implementation of the ongoing, comprehensive program to engage citizen participation in self organizing litter cleanups and engagement in the time-banking opportunity.

- Coordinate, promote, and support LYC involvement in activities that address the reduction of litter.
- Oversee and track submitted LYC Team documentation and pertinent information on litter collection, volunteer hours, and other allowable efforts for time-banking.
- Conduct activities in compliance with all applicable laws, regulations, rules, orders, and other governmental mandates and have no conflict of interest with respect to County, KMB, or the Project.

▼ Additional activities may include but are not limited to the following:

- Coordinate collection of program data and analysis for monthly reporting for the LYC, KMB, KALB, and KAB undertakings.
- Coordinate communications between the County, Board of Directors, stakeholders, Education entities, other organizations, and the general public.
- Coordinating cleanups, litter prevention, recycling, and beautification projects.
- Plan and execute workshops.
- Promote programming, events, and LYC and KMB's missions through social media, other media both print and video, and marketing.
- Leading field trips at the Mobile County Recycle Center.
- Facilitate contests as needed.
- Assist the Board with grant writing.
- Attendance at KMB board and committee meetings.
- Representation at meetings and speaking to civic and community groups.
- All other duties as assigned by the Board of Directors.