



Coordinator of Love Your Community and Education

Date: August 1, 2026

Location: Mobile County, Alabama

Organization: Keep Mobile Beautiful, Inc.

Submit Resumes to: hello@keepmobilebeautiful.org

Program Description

The award-winning Love Your Community (LYC) program, an initiative of Mobile County Commissioner Connie Hudson, launched in 2018 to engage residents in addressing litter and promoting a cleaner, healthier Mobile County. Before the COVID-19 pandemic, the initiative mobilized more than 65 teams and 600 volunteers in community cleanup efforts. Following a pause in participation during the pandemic, Love Your Community was reimaged and relaunched on Earth Day 2021 with an innovative time-banking model that rewards volunteer service with grants for community improvement projects. That same year, the first coordinator was hired to lead volunteer engagement, outreach, and day-to-day operations.

Since the 2021 relaunch, more than 250 volunteer teams have earned \$74,500 in grants by logging hours dedicated to litter cleanup, beautification, recycling, and other environmental service projects in public spaces throughout Mobile County. Funded by the Mobile County Commission and the Gulf of Mexico Energy Security Act (GOMESA), the program is administered by Keep Mobile Beautiful in partnership with Clean Water Future to advance trash-free waters and other shared environmental goals.

Learn more at www.LoveYourCommunity.com.

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 is to:

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

Summary

The Love Your Community Coordinator will manage the Program by recruiting teams, assisting them with access to the reporting system, motivating them to enter litter collected and their volunteer time, and assisting with project proposals and reward requests. This will require non-standard working hours and participation in indoor and outdoor events.

This position involves serving as the Love Your Community Project Coordinator, acting as an educator in all local schools, and engaging in outreach programming with civic and community groups. The specific responsibilities of this role may vary and will be determined by the KMB Board in conjunction with the Mobile County Department of Environmental Services.

KMB is an Affirmative Action and Equal Employment Opportunity employer. The applicant selected for the position must undergo an ABI/FBI criminal history background check (fingerprinting administered through sites selected and approved by the Board) and be declared approved to enter schools. Additionally, candidates must pass a drug screening test using forms provided by the KMB Board.

Compensation

This is a part-time position with no benefits. The contracted hourly rate will be \$20- \$35, depending on experience.

Required Education and experience (certifications, licenses)

- A degree or relevant experience in education, communications, environmental sciences, or related fields preferred.
- Driver's license; proof of Auto Insurance

Required physical demands, environment, and schedule

- Medium outside activity
- Office space and equipment are provided
- Non-standard workdays - evenings and weekends may be required, depending on events
- Dress appropriately for the varying duties

Required knowledge, skill, and abilities

- Proven experience in coordinating volunteers or managing community programs, preferably in an environmental or nonprofit setting.
- Excellent written and verbal communication skills
- Comfort in public speaking and community engagement.
- Strong organizational skills and attention to detail
- Manage multiple tasks and projects simultaneously
- Meet critical deadlines
- Proficiency with computers and software, including word processing, spreadsheets, and presentation software (ex. Canva, Google Suite)
- Marketing, newsletter creation, and social media
- Works as part of a team/displays a positive attitude

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 managing the ongoing, comprehensive program to engage citizens in self-organizing litter cleanups and in the time-banking opportunity.

- **Volunteer Management:** Recruit volunteers, including individuals, organizations, and groups, to participate in the LYC program. Manage the volunteer database, track time-banking submissions,

and coordinate recognition programs to ensure high retention and engagement. Assist teams with sub-grant project proposals to send to the LYC Committee of the KMB board to review and approve. Oversee all projects from initiation to completion, documenting progress along the way, ensuring all guidelines are met. Produce project presentations upon completion for social media and other public distribution.

- **Outreach and Communication:** Serve as the primary contact for volunteers and community partners, including schools, businesses, other local environmental organizations, and local government agencies. Promote the LYC program, KMB, and relevant Mobile County events and information through social media, e-newsletters, and print media. Attend community presentations, tabling events, and any other speaking engagements to promote the program.
- **Data Collection and Reporting:** Maintain volunteer data (team data, monthly time-banking submission totals, project proposals and tracking, etc.) in an organized system in Google Drive. Assist in reporting cleanup results (volume/type of litter collected) for KMB supply and ClearStream checkouts. Provide monthly reports regarding time-banking, project reports, marketing, and outreach efforts.
- **Event Coordination:** Plan and organize (3) check presentations annually, with one being the Volunteer Celebration event at the end of the year. In collaboration with KMB and the Mobile County Commission, plan and organize an Annual Earth Day Celebration for a Saturday in late April.
- **Compliance:** Conduct activities in compliance with all applicable laws, regulations, rules, orders, and other governmental mandates and have no conflict of interest with respect to Mobile County, KMB, or the LYC Program.
- **Environmental Education:** Coordinate and lead field trips to the Mobile County Recycling Center on Hitt Rd. Conduct outreach to schools, youth organizations, and community groups to promote the LYC program as well as litter prevention and recycling education. Maintain, revise, and develop educational materials on litter prevention, trash-free waters, and the program's mission.
- **Collaboration with KMB Board:** Attend monthly KMB board meetings (first Wednesday of the month; not including July) to share a monthly report with updates on the LYC program. This report is submitted monthly to the Mobile County Environmental Services Department. Assist in the collection of program data and analysis for monthly reporting for the KMB, KALB, and KAB undertakings.
- **All other duties as assigned by the Board of Directors**