

## **Job Description**

### **Keep Massachusetts Beautiful Part-Time Corporate Community Service Coordinator Independent Contractor Position**

**Summary:** Administer, market, and manage KMB's Corporate Community Service program

Our Corporate Community Service program matches up businesses in search of worthy community service projects with municipalities, parks, and beaches in need of volunteer help. Typical projects include litter cleanups, park improvements, and other beautification efforts.

We work closely with companies' event-planning staff to organize rewarding community service events for their employees. A typical community service project might include a local litter cleanup or a DCR park beautification project near a business's location. We strive to provide a company's employees with a rewarding, first-class community service experience.

#### **Our Corporate Community Service program includes:**

- A customized community service event for companies and their employees
- Coordination with local government and/or nonprofit agencies
- A Keep Massachusetts Beautiful representative on-site to oversee volunteer activities
- Supplies, tools, and volunteer tee-shirts (extra charges apply for tee-shirts)
- Public relations support, including photos and press release, along with publicity on Keep Massachusetts Beautiful's social media channels, website, and e-newsletter

#### **Responsibilities:**

Manage and grow the day-to-day operations of KMB's Corporate Community Service (CCS) program, including the following ongoing tasks and responsibilities:

- Respond to incoming email inquiries and phone calls from companies that are interested in participating in our CCS program.
- Find suitable locations for corporate cleanups or other projects and manage the schedule
- Determine cleanup routes in advance and communicate all details with the company's liaison prior to the cleanup
- Obtain insurance liability certificate for each event
- Determine who will be responsible for removing collected trash (DCR, municipality, or a private hauler)
- Collect and transport volunteer supplies to the event
- Act as on-site event leader. Deliver pre-event instructions/pep talk to volunteers
- Participate as necessary in the event
- Coordinate photos of the event and provide to KMB executive director
- Collect data on number of volunteers, total hours, and volume of trash collected
- Collect supplies and return them to storage
- Follow up with corporate liaison to thank them and solicit further feedback and/or donations
- Coordinate with KMB executive director to update KMB website and/or post photos to social media channels

- A typical CCS cleanup involves 4-6 hours of time on the day of the event, including travel time
- The total hours for this position will vary widely from one week to the next, but the busiest times of year are in the spring and fall

### **Requirements and Skills**

- A passion for Keep Massachusetts Beautiful's mission
- Strong communications skills, including writing/email and public speaking (other language skills beyond English are a bonus)
- Enthusiastic demeanor and good "people" skills
- Strong organizational skills
- Availability during weekends
- Physically able to lift up to 30 pounds and walk up to two miles
- A reliable vehicle that is large enough to transport supplies

### **Compensation:**

- \$25/hour
- Travel reimbursement

### **Next Steps:**

If interested, please email [neil@keepmassbeautiful.org](mailto:neil@keepmassbeautiful.org)