

2020 Riverkeeper Sweep Assistant Position Description

Timeline of work:

August-October

- Create & maintain Eventbrite pages for each Sweep site
- Create and maintain pages on VolunteerMatch
- Volunteer recruitment
 - Community calendar postings
 - Direct outreach to volunteer groups/community organizations
- Assist Outreach Coordinator with materials creation, data management, mailings, e-blasts, and support of Sweep Leader support
- Create promotional content (IE: blogs, social media posts)

Sweep Day (October 17, 2020)

- Will be available to visit select morning Sweep projects
- 12-5pm will call Sweep Leaders & collect data from cleanup projects
- Licensed and insured driver with access to a vehicle required for Sweep Day

Requirements:

- Strong verbal and written communication skills
- Experience with event and/or volunteer management
- High proficiency with Google Drive and Microsoft Office Suite
- Have a personal cell phone that can be used for Riverkeeper calls

Time Commitment:

- August 10-October 24 (11 weeks)
 - 20 weekday hours
 - 8-9 hours on the Saturday of Sweep Day

Compensation:

- \$17-\$20 per hour, commensurate with experience

Application Procedure:

Please submit your résumé and cover letter to humanresources@riverkeeper.org. Please write SWEEP ASSISTANT in the subject line. Phone calls will not be accepted.

Riverkeeper is AA/EEO employer.

People from diverse backgrounds are encouraged to apply.