

2021 Riverkeeper Sweep Assistant Position Description

Riverkeeper seeks a Sweep Assistant to support the coordination of our annual day of service for the Hudson River and its tributaries, the Riverkeeper Sweep. The 10th annual Riverkeeper Sweep is scheduled for Saturday, May 1, 2021 and will bring thousands of volunteers together along hundreds of miles of shoreline from Brooklyn to the Adirondacks, where volunteers will clean up local parks and shorelines, remove invasive species, and plant native trees and grasses. The Sweep Assistant will report to the Volunteer and Outreach Coordinator.

To learn more about the Riverkeeper Sweep, review our [2020 Sweep results](#) and our [2020 events page](#).

Timeline of work:

February-May

- Create & maintain Eventbrite pages for approximately 120 Sweep sites
- Run and distribute registration reports to site leaders
- Volunteer recruitment
 - Community calendar postings
 - Direct outreach to volunteer groups/community organizations
- Assist Volunteer & Outreach Coordinator with materials creation, data management, mailings, e-blasts, and e-mail inquiries, and support of Sweep Leaders
- Create promotional content (IE: blogs, social media posts)

Sweep Day (Saturday, May 1, 2021)

- 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

May 3 - May 7

- Collect results
- Database signups
- Analyze data and chart data
- Assist with writing blog posts

Requirements:

- Strong 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:

- February 15 - May 7 (12 weeks)
 - 20 hours per week, primarily weekdays, with potential weekends
 - 8-10 hours on the Saturday of Sweep Day

Compensation:

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

To apply, submit a resume and cover letter to humanresources@riverkeeper.org by January 15, 2021.

Riverkeeper is an AA/EEO employer. People from diverse backgrounds are encouraged to apply.