

## 2022 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 11th annual Riverkeeper Sweep is scheduled for Saturday, May 7, 2022 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 [2021 Sweep results](#) and our [2022 events page](#).

### **Timeline of work:**

#### **February-May**

- Create & maintain Eventbrite pages for approximately 150 Sweep sites
- Run and distribute registration reports to site leaders
- Recruit volunteers through community calendar postings and direct outreach to volunteer groups/community organizations
- Assist Volunteer & Outreach Coordinator with materials creation, data management, mailings, e-blasts, and e-mail
- Respond to inquiries about the program and provide logistical and organizing support to Sweep Leaders
- Create promotional content (e.g.: blogs, social media posts)

#### **Sweep Day (Saturday, May 7, 2022)**

- Will be available to visit select morning Sweep projects
- 12-7pm will call Sweep Leaders & collect data from cleanup projects
- Licensed and insured driver with access to a vehicle required for Sweep Day

#### **May 7 - May 27**

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

### **Requirements:**

- Strong communication skills
- Experience with event, project, 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 27 (15 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](mailto:humanresources@riverkeeper.org) by January 28, 2022.

*Riverkeeper is an AA/EEO employer. Riverkeeper is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic, rewarding, and enables each of us to realize our potential. Our work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law.*

*People from diverse backgrounds are encouraged to apply.*