Established in 1966, Riverkeeper is New York’s premier water quality advocate. Our mission is to protect and restore the Hudson River from source to sea and safeguard drinking water supplies, through advocacy rooted in community partnerships, science and law. For more information, visit [www.riverkeeper.org](http://www.riverkeeper.org).

**JOB TITLE**
Sweep Assistant (Part-time Temporary/Seasonal)

**DEPARTMENT**
Development

**LOCATION**
Ossining, NY – hybrid schedule; requires on average 3-4 days in the office between February 12–June 28, 2024

**REPORTS TO**
Volunteer & Outreach Coordinator

**POSITION SUMMARY**
The part-time temporary Sweep Assistant will support the coordination of Riverkeeper’s annual day of service, the Riverkeeper Sweep, for the Hudson River and its tributaries. The 13th annual Riverkeeper Sweep is scheduled for Saturday, May 4, 2024. This event brings thousands of volunteers together along hundreds of miles of shoreline from New York City to the Adirondacks, where volunteers 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.

**ESSENTIAL DUTIES & RESPONSIBILITIES**
(This is not an exhaustive list of all job duties, responsibilities, and requirements.)

- Assist Volunteer & Outreach Coordinator with materials creation, data management, mailings, e-blasts, and email
- Recruit volunteers through community calendar postings and direct outreach to volunteer groups/community organizations
- Respond to inquiries about the program and provide logistical and organizing support to Sweep Leaders
- Create & maintain event registration pages for 150 Sweep sites using Eventbrite site
- Oversee the running and distribution of registration reports for site leaders
- Create promotional content for the event (e.g.: blogs, social media posts) in partnership with the Communications and Marketing team.
- Organize with Sweep Leaders who are interested in developing stewardship projects outside of Sweep Day as part of our expanded year-round Sweep program
- Post-event work will include: collecting data on Sweep results from site leaders, analyzing and charting data

**EXPERIENCE & COMPETENCIES**
Research shows that women and people from under-represented groups often apply to jobs only if they meet 100% of the qualifications. Please know that no one ever meets 100% of the qualifications. If much of this describes you, we encourage you to apply.

- Experience with event, project, and/or volunteer management
- Solid office administrative skills
- Strong communication skills and precise attention to detail
- High proficiency with Google Drive and Microsoft Office Suite, and database experience
- Must have a mobile phone that can be used for Riverkeeper calls
- Must be a licensed and insured driver, with clean driving record; access to a vehicle required for Sweep Day
This is a part-time temporary position requiring an average of 20 hours per week for the duration of the assignment; this position requires flexibility to work some evenings and weekends for Sweep preparation as needed. Must be available 8-10 hours on Sweep Day May 4th.

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

Selected candidate must be fully vaccinated for Covid-19.

Application process requires submission of a cover letter, resume and list of references via email to humanresources@riverkeeper.org and kleung@riverkeeper.org. Please write 'SWEEP Assistant' in the subject line. The position will remain open until filled.