

Bridging The Gap

Position Description

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| Job title | <i>Part Time Litter & Green Events Program Associate</i> |
| Reports to | <i>Programs Director</i> |

Job purpose

The primary purpose and function of this position is to lead volunteer stream clean-up workdays; engage the public and local business owners about storm water pollution prevention practices; manage BTG's Neighborhood Clean-up Tool Lending Program; and manage BTG's Green Events Program.

Primary Duties and Responsibilities

Manage stream clean-up workdays:

- Scout and identify locations for volunteer workdays
- Recruit volunteers and engage those living in the neighborhoods
- Coordinate workday logistics, including trash removal with City partners
- Train volunteers to safely pick-up litter
- Track volunteer hours and keep database records up to date
- Seek continual program improvement and effectiveness

Outreach:

- Stream clean-ups: Canvas and successfully solicit adjacent neighborhood associations and/or businesses to engage in the litter removal near their streams
- Neighborhood Clean-up Tool Lending Program: Act as a resource to those seeking information about litter abatement; Reach out to neighborhood leaders and inform them about the program and the services we offer
- Green Events: market BTG's Green Events program to media outlets

Other job related duties as requested and subject to reasonable accommodation.

Qualifications

- Interest and skill in communicating with a richly diverse population
- Background in community engagement, waste management, non-profit or related field
- Demonstrated ability to motivate and encourage people
- Comfortable speaking in front of large and small groups
- Strong problem solving and creative resolution skills
- Highly organized with the ability to manage multiple tasks and deadlines
- Basic computer literacy

Working conditions

The BTG Litter & Green Events Part Time Program Associate will be working outside 15% - 75% of the time; 20 hours a week during the spring and fall (January – May; September - November) and 8 hours a week during the summer (June – August). Weekend work and some evening hours will be required. This position is grant-based and lasts 11 months. Continued employment is based upon performance and supplemental grant funding.

Physical requirements

Must be able to lift 50 pounds. Must be able to work outside.

Positions Supervised

Volunteers at events and occasional office volunteers or interns.

Salary & Benefits

Pay range is \$14 - \$18 per hour.

Bridging The Gap is an equal opportunity employer and values a wide variety of experiences and perspectives.

To apply, please send (email preferred) a cover letter relating your education and experience to this position and your resume to:

Bridging The Gap
Attn: Noelle Morris
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