

## Job Title: Company Community Service Cleanup Program Coordinator

- Job Type: Part time 10-100 hours per month (Flexible hours)
- Location: Hybrid – Based in Massachusetts (local travel required)
- Reports To: Executive Director, Keep Massachusetts Beautiful



### About Keep Massachusetts Beautiful (KMB):

Keep Massachusetts Beautiful is a nonprofit organization committed to making our communities cleaner, greener, and litter-free. We work with residents, schools, businesses, and local governments to inspire environmental stewardship and civic pride.

### Position Summary:

We're looking for a dynamic and organized person to manage our Company Community Service Cleanup Program.

### Key Responsibilities:

Manage and grow the day-to-day operations of Keep Massachusetts Beautiful's (KMB) Company Community Service Cleanup (CCSC) program, including the following ongoing tasks and responsibilities:

- Respond to incoming email inquiries and phone calls from companies that are interested in participating in our CCSC program
- Find suitable locations for litter cleanups in the Greater Boston area and manage the schedule
- Determine cleanup routes in advance and communicate all details with the company's liaison prior to the cleanup
- Collect and transport volunteer supplies to the event
- Act as on-site event leader. Deliver pre-event instructions/pep talk to volunteers
- Coordinate photos/videos of the event and provide them to KMB's executive director
- Collect data on number of volunteers, total hours, and volume of trash collected
- Coordinate with KMB executive director to update KMB website and/or post photos to social media channels
- Work with KMB executive director to cultivate long-term relationships with program participants and recruit business sponsors who are willing to help fund KMB's programs
- The total hours for this position will vary widely from one week to the next, but the busiest times of the year are typically in the spring and fall

### Qualifications:

- Passion for environmental stewardship and civic engagement
- Strong communications skills, including writing/email and public speaking, along with experience engaging with senior-level executives
- Enthusiastic demeanor and good "people" skills
- Occasional availability during weekends
- Physically able to lift up to 30 pounds and walk up to two miles
- A valid driver's license and a reliable vehicle that is large enough to transport cleanup supplies

**Additional Details:**

- Hybrid remote/on-site position. Admin work will be performed remotely, while lessons/presentations will be delivered on site or via Zoom
- Flexible work schedule; some evening or weekend events required
- This is a part-time staff position that will average 5-40 hours per month (with room for growth)
- Compensation commensurate with experience

**To Apply:**

Send your resume and a brief cover letter describing your interest in the role to Neil Rhein, Executive Director, at [Neil@keepmassbeautiful.org](mailto:Neil@keepmassbeautiful.org).