

Earth Day Service Site Coordinator



Green Columbus | January 2021 - May 2021

Apply with your resume at contact@greencbus.org

What we are looking for

Green Columbus hosts the largest Earth Day service event in the country. In 2021 we expect up over 100 outdoor service sites and thousands of volunteers to take part in our safe events during an ongoing pandemic. This time we especially focus on underserved communities and neighborhoods like Linden, Hilltop, and the South Side. We have a website, www.earthdaycolumbus.org where sites will be posted and volunteers in need of a site can register. This role would coordinate the volunteer side of our Earth Day program, primarily maintaining direct contact with site hosts and promoting the related events. Green Columbus does not have a central office; work performed will be on personal equipment.

What we offer

Independent part-time contractor (1099) opportunity, beginning January 2021 and running through May 2021. Work load significantly increases in April. Total pay is \$7,500 paid out over five installments (\$1.667/month) for four and a half months beginning 30 days after the start date.

What we expect from you

- Have access to reliable internet and a computer
- Familiarity with outreach to underserved communities
- Great verbal and written communication skills
- Proficient computer entry skills; working in Google Docs and Sheets is required
- Ability to work days, evenings and weekends as needed (increased flexibility needed in April)
- Maintain a positive attitude and professional public image at all times
- Promote tree and pollinator plants plantings, clean ups, community gardens, etc.
- Ability to utilize existing networks to expand Green Columbus outreach programs is a bonus!

What you do

- Provide weekly updates to Earth Day Committee and Executive Director
- Attend Earth Day committee online meetings as needed
- Work with partners on setting up prairies and monarch way stations. Help source pollinator plants.
- Directly contact past service site hosts and invite them to plan another project for 2021. Track responses.
- With a focus on underserved communities, active outreach to prospective service site hosts and invite them to participate. Track responses.
- Maintain routine contact with service sites (email) sending updates and reminders up through May 5th
- Maintain a list of supplies/materials service sites are unable to provide themselves
- Maintain a current list of number/types of trees needed at service sites and provide numbers to Green Columbus' tree coordinator (also ensure all tree planting sites register as service sites)
- Highlight several service sites each week (one paragraph description) for Earth Day committee to use in related media and additional volunteer solicitation
- Advise service site hosts on their supply needs that we can help meet (troubleshoot with committee)
- Provide registration guidance to service site hosts as needed to ensure service site hosts complete all required fields on website
- Review service site descriptions and edit as necessary for clarity
- Recruit and manage volunteers to help with supply pick-up days, volunteer reward sorting, and other pre-service site weekend tasks as needed

- Correspond with service site hosts to remind them of important deadlines, procedures, and provide them with templates for reaching out to respective volunteers
- Coordinate tools and equipment with Keep Columbus Beautiful.
- Coordinate and lead service site supply pick-up day where service site leaders receive t-shirts, volunteer incentives (Volunteer Rewarder – Green Columbus will compile these and get them to you) and any incidentals (e.g., bags for litter pick up, snacks, trees, water, etc.)
- Follow-up with service site hosts who do not fill in the Post-Event data by Monday, April 26th. Complete follow-ups by May 4. (for grant reporting, media reports, and to announce at the celebration, etc.)