

Position: Volunteer Programs Assistant

Cincinnati is beautiful. We're committed to keeping it that way. KCB's education, revitalization and environmental initiatives build community and foster pride in the places where we live, work and play. Our grassroots network of neighbors, sponsors and volunteers put passion to work across all 52 neighborhoods, creating safer, cleaner spaces and a higher quality of life for all Cincinnatians.

Keep Cincinnati Beautiful is seeking a Volunteer Programs Assistant to support the Volunteer Programs Manager and to support the overall operation of the organization.

Essential Duties and Responsibilities:

- Offer general office operations support
 - Check voice mail messages, sort mail, answer phone
- Provide assistance to Volunteer Programs Manager
 - Database management, data entry, sorting
 - Daily operations of Great American Cleanup program
 - Communicating with organizers
 - Maintaining database of events and results
 - Providing relevant social media and website information to help promote events
 - Assist with KCB Volunteer events and Corporate events
 - Accompany manager on site visits
 - Preparing tools, supplies
 - Team lead on the day of the event
 - Follow up communications and thank you
- Provide assistance with cleaning and organizing tools or supplies in our garage

Skills and Attributes:

- Enjoys multi-tasking
- Comfortable working in databases
- Self-motivated
- Works well on a team and collaborates with others
- Enjoys working on cleanup and beautification projects with the community
- Passionate about KCB's mission
- Strong writer and communicator
- Extremely organized

Other Requirements:

- Reliable transportation
- Proficient in Microsoft Excel, Microsoft Word, and Google Apps

*This is a temporary, part time position to be filled immediately and held through June 2018. Must be available on Saturdays.

