**Mayors’ Grand River Cleanup Event Coordinator**

**Position Summary**

This is a part-time, temporary contract position that will coordinate WMEAC’s 15th Annual Mayors’ Grand River Cleanup event, which is scheduled for Saturday, September 8, 2018. Working closely with the Communications & Community Outreach Coordinator, WMEAC’s Development Director, and the Cleanup Planning Committee, this contractor will guide the planning and implementation of this cleanup event, including establishing and managing the Cleanup Planning Committee, working in collaboration with established and new partners, cleanup site reconnaissance and selection, fund development assistance, volunteer recruitment, event promotion, day-of-cleanup event management, and post-event coordination and reporting.

This position will require 15-30 hours per week from mid-June – September 30, 2018. Work hours will vary, and the ability to work some nights and weekends will be required. Assessment and evaluation of various potential sites along the Grand River in the Grand Rapids metropolitan area will be required. Accommodations can be made for candidates with disabilities or mobility limitations. Periods of being outdoors will be required, with the potential to work in inclement weather.

**Qualifications**

The ideal candidate will have

* Experience in coordinating events; environmental or neighborhood cleanup event knowledge a plus
* Ability to work independently, with input from team members
* Strong organizational skills
* Experience with collaboration among a variety of community organizations, groups, and neighborhood representatives
* Respect, appreciation, and experience managing large and diverse groups of volunteers
* Experience with event promotion, including sponsorship development and volunteer recruitment
* Strong background in using social media to promote events and respond to inquiries
* Skill with using Microsoft Word, Excel, and Google Drive

**Organization Background**

West Michigan Environmental Action Council (WMEAC) is a nonprofit, 501(c)(3) organization working to protect and enhance West Michigan’s environment by translating the concerns of people into positive action. WMEAC has been delivering environmental education and advocacy to the West Michigan community for 50 years.

**To Apply**

Applicants should send a cover letter, resume, and application on WMEAC’s website at URL: [www.wmeac.org/](http://www.wmeac.org/)careers/. WMEAC is an equal opportunity employer. No one will be discriminated against on the basis of race, color, religion, sex, national origin, age, sexual orientation, or gender identity or any other characteristic.