

Keep Blount Beautiful

Keep Blount Beautiful is a 501 c (3) non-profit organization located in the foothills of the Smoky Mountains. Their mission is to encourage and educate Blount County residents to take action to improve and beautify their community. Keep Blount Beautiful envisions a cleaner, greener, more beautiful Blount County. Keep Blount Beautiful's efforts focus on waste reduction, litter prevention, recycling, beautification, and education.

Immediate Supervisor Brittney Whipple, Executive Director

Service Position Summary

The AmeriCorps member will work with schools, government agencies, the media, businesses, community organizations, individual residents, and the Board of Directors.

Education

- Tours of the landfill and educational activities at the Eco Center
- In-school presentations and activities regarding stormwater, recycling, waste reduction, litter, and energy
- Annual WaterFest event with Blount Stormwater departments

Litter Cleanups/Major Events

- Event planning/logistics
- Recruit and manage volunteers
- Assist residents who wish to do their own cleanup
- Assist with the planning of other KBB programs such as Adopt-a-Mile, BRAVO! Awards, Household Hazardous Waste collection, Recycling collection events, trailer/clearstream loaning, and beautification projects.

Other tasks

- Manage email
- Answer the phone and assist residents with a variety of questions
- Write press releases and letters
- Update social media and KBB website
- Solicit donations
- File and report all events and activity to Keep America Beautiful
- Promote KBB at community events

Qualifications

- College graduate
- Proficient computer skills, including Microsoft Office, Gmail, and Google Drive

- Ability to work independently
- Excellent written and verbal communication skills
- Excellent organization skills
- Energetic and eager to tackle new tasks and ideas
- An interest in nonprofit management (experience with a nonprofit organization preferred)
- Interest in litter prevention, waste reduction, and beautification as community improvement mechanisms.
- Valid driver's License with ability to transport oneself and supplies to community locations for events and meetings.

Service Conditions

- The AmeriCorps may dress in business casual/casual attire in the office. Business casual should be worn at meetings with board members, government officials, and professional engagements. Comfortable, warm clothing that can get dirty should be worn during litter cleanups and other outdoor events. The AmeriCorps will be provided with a KBB polo.
- The AmeriCorps must be able to handle a variety of work locations. Time will be spent out of the office at educational events, litter events, etc. as well as in the office.
- The AmeriCorps will often have to work independently without direct supervision on projects and manage multiple tasks at once.
- The AmeriCorps must be able to lift and transport a variety of supplies, up to 50lbs.