

SCHOLARS IN SERVICE – JOB DESCRIPTION

Beautify Fresno

Beautify Fresno is an initiative created by Mayor Jerry Dyer to improve Fresno's "curb appeal" through the coordinated delivery of existing City of Fresno resources as well as the organization of community-based projects to clean up, beautify, restore and rebuild our city. Beautify Fresno is an affiliate of Keep America Beautiful.

Contact: Mark Standriff
Director, Beautify Fresno

Job Title: Event Coordinator

Number of Openings: 1

We are providing an opportunity for any interested student who desires practical work experience while helping make Fresno a cleaner, greener, more beautiful place to live.

Must be available Saturday's

Duties:

- **Data Management** – Gather and enter volunteer information, including names and email addresses to data base and volunteer management system. Input and update event results.
- **Event Preparation** – Organize material preparation for weekly cleanups/projects, maintain and organize resources and supplies and assist with day of activities cleanups/projects.
- **Volunteer/Community Relations**- Respond to questions and requests, contact volunteers for future projects, monitor social media for community comments and response.

Qualifications:

- **Most Saturday's mandatory, other hours flexible**
- Proficiency in Microsoft Office Systems required
- Experience with Adobe Design products, content creation and digital marketing a plus
- Should demonstrate good interpersonal skills and maintain professional business office appearance
- Must be able to follow oral and written instruction
- Strong written and verbal communication skills and excellent organizational skills required.