Keep Indianapolis Beautiful (KIB) is an environmental and community nonprofit with a mission to help people and nature thrive. We partner with neighborhoods, local government, universities, community groups, and businesses to achieve our vision of an Indianapolis that is loved, cared for, and ecologically rich. We are also one of the most volunteered-for organizations in Indianapolis, working with about 20,000 volunteers each year to plant trees and native landscapes, organize litter cleanups, turn vacant lots into pocket parks, create outdoor classrooms, restore habitat, and educate and employ youth.

KIB helps people and nature thrive most effectively when we reflect the diversity of perspectives, voices, and abilities found throughout our city. The principles of diversity, equity, and inclusion are essential to our work—from supporting biodiversity in nature to engaging communities. KIB is an equal opportunity employer that encourages applicants—including people of color; people who are LGBTQ; veterans; people who are multilingual or multicultural; and individuals of various ages and abilities—to help us create a team with a broad range of backgrounds and thinking.

**Job Title:** KIB Volunteer Coordinator  
**Full-/Part-Time:** Part-Time (Revenue permitting, the position may grow into a full-time position)  
**Regular/Temporary:** Regular  
**Salary:** Based on an annualized rate of $18,000 (20 hours a week)  
**Benefits:** 403b match up to 3%; PTO and holiday.

**Organizational Mission:**  
KIB engages diverse communities to create vibrant public places, helping people and nature thrive.

**Position Purpose:**  
To recruit and engage KIB project volunteers, with special attention to the coordination of Native Landscapes and public Great Indy Cleanup projects, KIB Ambassador volunteer-leader programming, and outreach to high school and college age students; helping to accomplish cross-programmatic goals and objectives while supporting volunteer communications and data management for one of the largest volunteer organizations in Indianapolis.

**Duties, Functions, and Responsibilities include:**

1. **Recruitment and Engagement**
   - Support the general outreach, retention, and appreciation plans for new and returning volunteers  
   - Participate in two projects in each program annually and custom days of service as needed  
   - Support the promotion and implementation of the annual KIB Appreciation Event

2. **Volunteer Communications**
   - Prepare and post public volunteer project opportunities with input from staff  
   - Communicate project status and prepare tablets  
   - Maintain volunteer communications, updates and respond to requests  
   - Evaluate project needs, review registration data as it comes in and make adjustments to the recruitment and plans as needed

Applications (including Cover letter and resume) are due by January 17, 2020.  
To apply, use this link:  
https://secure.advancedpayroll.com/ta/APS5957.careers?ApplyToJob=268569409
3. Ambassador Program Leadership
   a. Support recruitment, and lead training for KIB Ambassadors
   b. Create and coordinate volunteer details for Ambassadors
   c. Cultivate relationships through consistent communication and appreciation events

4. High School and College Ages Programming
   a. Maintain relationships with schools that have staff- and/or student-led environmental clubs
   b. Attend and host campus or organization events geared toward student volunteer development

Knowledge and Qualifications include:
- Experience in volunteer recruitment and engagement
- Comfortable with Salesforce CRM, Formstack and Windows programs
- Familiarity with data management and evaluation
- Able to plant a tree, lift a bucket of mulch, pick up litter
- Valid driver’s license

Characteristics of a Strong Candidate:
- Strong listening and communication skills
- Able to engage and manage large groups of people
- Ability to multi-task and meet strict deadlines in a fast-paced environment
- Understand that diversity, equity and inclusion are integral parts of effectively executing our work
- Highly organized, self-motivated and flexible in work schedule and project implementation
- Enjoys work both in and out of doors, not minding a little dirt or trash
- Interest in KIB’s mission and values Teamwork, Responsibility, Excellence, Openness, Balance and Joy

Education or Equivalent Experience:
Bachelor’s degree or relevant experience. Spanish language skills a plus.