



COMMUNITY PARTNERSHIP COORDINATOR

I Love A Clean San Diego (ILACSD) is in the business of *change*. Help us awaken passion and inspire environmental action, as we work to improve the health and beauty of San Diego. If you're looking for a dynamic, impact-driven organization that values passion and professionalism, we want to meet you! I Love A Clean San Diego is *passion in action*.

REPORTS TO: Community Programs Manager

DEPARTMENT: Community Programs

TYPE OF EMPLOYMENT: Full-time, Non-Exempt

SCHEDULE: 40 hrs per week; optional alternative work schedule after 90 days; weekend work required

RATE: Commensurate with experience, and mileage reimbursement at current CA rate for event travel only

The Community Partnership Coordinator will support the Community Programs Department and will coordinate community events and programs, including logistics and volunteers associated with Corporate CleanBuilding events, manage logistics and volunteer coordination for monthly beach and canyon cleanups, oversee the organization's Cigarette Litter Prevention Program, and the organization's volunteer ambassador program. This position will emphasize establishing, maintaining, and growing corporate, government, and community partnerships and collaborations that further ILACSD's reach and mission.

Specific Duties Include:

- Coordinate and lead all aspects of approx. 24 of ILACSD's monthly beach, canyon, and community volunteer events, attending approximately 1-2 weekend cleanups per month
- Oversee the organization's Corporate CleanBuilding Program, including marketing, partnership development, and cleanup coordination for approx. 30 cleanups per year held on both weekdays and weekends
- Oversee and implement the organization's Cigarette Litter Prevention Program, establishing partnerships with stakeholders to expand and maintain the program
- Create and implement a volunteer ambassador program to grow ILACSD's reach and impact
- Support the Community Programs Manager to manage and complete department specific contracts, tasks, and reporting.
- Correspond with volunteers to encourage participation with ILACSD
- Work with Development Department to market community events including collateral (creation of flyers, blurbs, Facebook events, etc.) and providing event content for ILACSD website
- Foster positive relationships with community groups, local media, elected officials, corporations, and other parties who can assist ILACSD in fulfilling its mission and supply funding
- Supports the Community Programs Manager and organization where necessary
- Professional and accurate representation of ILACSD
- Other duties as assigned

POSITION REQUIREMENTS:

- Excellent organizational and time management skills
- Commitment to working in a team environment
- Ability to work weekends
- Ability to interact with diverse groups of people
- Effective communication skills for diverse audiences
- Fundraising and partnership development experience preferred
- Proficient with Microsoft Office, Outlook, Google Drive
- Ability to work well with subordinates, peers, and supervisor



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- Ability work weekends
 - Must be able to lift 30-50 LBS
 - Requires sitting, standing, walking long distances at cleanups
 - Reliable transportation
 - Knowledge of environmental challenges facing San Diego County
 - Bilingual English/Spanish strongly preferred

COMPENSATION & BENEFITS

- Employer-sponsored health and dental plans after 90 days
- Paid Time Off (PTO) plan - 10 work days (accrued) years 1-3 after 90 days
- Generous paid holiday schedule
- Opportunity for Alternative Work Schedule

I Love A Clean San Diego is a values-driven organization so it's essential all team members exhibit ILACSD's following core values and office culture:

Core Values

- Live the mission
- Inspire environmental change
- Value partnerships
- Exhibit positive attitude

Office Culture:

- Communicate openly to ensure collaboration
- Understanding and supportive of each other and the team
- Respect others and value their opinions
- Encourage learning and growth

To apply, email a cover letter and resume to Lauren Short at lshort@cleansd.org. No calls please.

I Love A Clean San Diego is an equal opportunity, affirmative action employer and all qualified candidates are encouraged to apply.