

CLEAN UP THE LAKE

Description of Organization: Our grassroots Tahoe-based 501(c)3 non profit organization called Clean Up The Lake is hiring. We are focused on scuba clean-ups, beach & community clean-ups, as well as pollution mitigation strategies in the Lake Tahoe region and beyond. In 2020 we completed the circumnavigated SCUBA clean up of Donner Lake and our current project is the 72 mile SCUBA clean up of Lake Tahoe. We will be launching some other exciting cleanup projects this spring.



One of the most important aspects of this organization is that we strive for all our employees to have a passion for mitigating pollution in our environment, reducing plastic waste, and having fun while doing it. We believe that if you enjoy what you do, you'll be more effective at your job, and therefore more effective at

improving the health of our environment, our community and our planet!

1. Position: Outreach & Communications Coordinator

Description of Position:

Clean Up The Lake is looking for a self-driven, hard-working candidate to take a multi-functional role in this organization. The Outreach & Communications Coordinator will help streamline communications across the organization as well as be the lead coordinator on fundraising efforts working alongside the Executive Director. Core fundraising strategies have already been developed by the organization but require further support to maintain effective outreach to the community and manage communications between the organization and our partners. When it becomes safe to do so this role will also support the development of community outreach and events. This role involves outreach and communications with new and existing partners including gold / silver / bronze, adopt a mile donors and all other donors. This will include arranging meetings for yourself and management with community members, business owners, and larger corporate donors to explore partnership opportunities. There is opportunity and encouragement for the development of creative ideas and strategies to help support our organization through increasing revenue streams and donations.

Please keep in mind grant-writing is already managed separately from this position, yet there may be instances where we ask for support in structuring more simple grants or assisting our grant writer as needed. Your skill set should include strong verbal &

interpersonal communication, self determination, and strong graphic design capabilities when it comes to deck or powerpoint development. Content or production experience is a plus.

This position will provide assistance to the organization's future project needs, as well as wider organizational goals while we move forward into the future. This role will not only support our organization but will also support our community and our environment by helping to protect our planet's natural resources.

Office Location(s): Stateline, NV and Incline Village, NV
Remote working open for discussion with management, specifically during COVID 19 pandemic.

Pay / Salary: Full time position. Hourly/salary rate discussed with each candidate, based on non profit coordinator salary rates.

Role Responsibilities:

- Manage external communications for donor & partner relationships
- Set up and join all fundraising meetings with management while holding the intention of leading fundraising meetings on your own in the near future
- Track external communications through a custom CRM
- Comfortable and confident exploring opportunities with potential project partners/donors over the phone and through in person visits
- Assisting management in building and meeting fundraising targets on an annual/monthly basis to support our environment projects & organizational growth

- Building relationships with local businesses, corporate donors/project partners, and other community members.
 - Development and adjustment of the organization's marketing materials (*decks, project proposals, keynote/ powerpoint, pages/word, etc*)
 - Creative development of various event concepts, including strategy, recruitment of event partners and day of event management (*when safe to do so*)
 - Supporting and organizing needs for events through communication, development of adequate event marketing materials and any other needs (*when safe to do so*).
 - Assist with management of drafting, coordinating and preparing briefing materials and presentations for executive use at board meetings and similar functions (*with Google Sheets, Excel, etc*)
 - External communications in regards to social media posts & activity that supports any projects and partnerships
 - Managing & supporting any and all internal communication needs for the organization
 - Other projects and tasks as assigned by Executive Director & management team of the 501(c)3
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2.Position: Social Media Coordinator

Description: Looking either for a company interested in taking us on a client who specializes in social media management; or an individual interested in coming on board as a part time employee to help manage the social media activity for the organization. We have content being developed that will go into posts; but we also

have terabytes of content of our own that can be accessed by this person and used for social posts and content. This individual should have strong written communications for posts and copy development, knowledge of social media, a high quality style and image, past samples of accounts you've managed that fit this description, and an ability to edit photos or video as needed.

Pay: To Be Discussed

3.Position: Board Member & Secretary - *Volunteer Position*

Description: Looking for someone with a strong organizational & legal knowledge to assist in secretary duties for our Board of Directors. This person would become an Officer to the organization as a Secretary and would assist in taking meeting minutes, processing necessary government & state compliance filings for the organization, and oversee our document storage and management for the organization.

Pay: VOLUNTEER Position.