



**Keep Putnam County Beautiful  
Clean Commission**

PO Box 3963

Cookeville TN 38502

(931) 537-3278 - cleancommission@gmail.com

Keep Putnam County Beautiful - Clean Commission is seeking to fill a part-time paid internship position to a member of our student community to help promote the mission of the organization coordinating our programs and opportunities to our community members in Putnam County TN.

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| <b>Job Title:</b>           | Coordinator (Intern)  |
| <b>Job Type:</b>            | <p>Part-Time; This position will typically work 10 hours a week, with the opportunity for additional hours based on need.</p> <p>Position starts at \$10/hour, with the opportunity for additional pay based on performance.</p> <p>An individual who fills this position will have the opportunity to work their hours around their schedule. Exceptions will be during a scheduled weekly meeting or during occasional events.</p> <p>This position is specifically designed for an individual who is currently a student, and we will be flexible to your academic needs and schedule.</p>   |
| <b>Job Purpose:</b>         | An individual who serves as a coordinator for Keep Putnam County Beautiful - Clean Commission will help the organization continue our mission to promote our programs and opportunities to community members throughout Putnam County.  |
| <b>Essential Functions:</b> | <ul style="list-style-type: none"> <li>● Maintain our social media accounts to promote our organization, including: our events, opportunities, recognition of participants and volunteers, occurrences related to our mission happening in our community, general information, and topics of educational interest.</li> <li>● Develop our presence on social media platforms not currently being used by the organization.</li> <li>● Conduct community outreach by promoting our programs to groups and organizations throughout Putnam County</li> <li>● Creating and developing marketing material (flyers, posters, website and social media).</li> <li>● Advocating appropriate waste management, including recycling, legal and illegal dumping, composting, and community resources</li> <li>● Assisting in program and event planning and execution.</li> <li>● Participating in a monthly Board of Directors meeting</li> <li>● Assisting in execution of fundraising strategies</li> <li>● Additional duties as assigned</li> </ul> <p>This position will also have the opportunity for the coordinator to create new opportunities or strategies based on their personal interests and abilities in line with the mission of the organization.</p> |

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| <p><b>Qualifications:</b></p>                                       | <ul style="list-style-type: none"> <li>● Must be enrolled in a college-level institution within Putnam County TN.</li> <li>● This position is open to any student, regardless of degree being pursued. However, those working toward their degree in Business Management, Marketing, Sustainability, or any biology-based sciences are most preferred.</li> <li>● Must be at least 18-years of age.</li> <li>● Must have access to reliable transportation, a laptop/computer, and mobile communication.</li> <li>● Working knowledge of software such as Microsoft Word and Excel and experience creating graphic materials such as flyers/posters.</li> <li>● Experience using a wide variety of social media platforms.</li> <li>● A genuine interest in appropriate waste management, including recycling, litter removal, as well as preservation of natural resources and the overall beautification of Putnam County TN.</li> </ul> |
| <p><b>An Ideal Candidate:</b></p>                                   | <ul style="list-style-type: none"> <li>● Has a desire to make an impact in our community.</li> <li>● Confident in their Time-Management abilities.</li> <li>● Comfortable working in a team-setting, as well as individually</li> <li>● Consider themselves a people person</li> <li>● Goal-Oriented</li> <li>● A passion for the outdoors, including natural areas and public spaces</li> <li>● Wants to promote a litter free Tennessee as well as the mission of Keep Putnam County Beautiful - Clean Commission.</li> </ul>  |
| <p><b>How to Apply and Other Information:</b></p>                   | <p>Application Deadline is Friday, February 25, 2022 at 3pm</p> <p>To apply, please visit the following link: <a href="https://bit.ly/3zo9UC4">https://bit.ly/3zo9UC4</a></p> <p>Please do not forget to attach a Resume and Cover Letter</p> <p>Additional questions or concerns can be addressed to: <a href="mailto:cleancommission@gmail.com">cleancommission@gmail.com</a></p> <p>Anticipated Start Date: January 31st/February 1st, 2022</p>   |
| <p><b>About Keep Putnam County Beautiful - Clean Commission</b></p> | <p>Keep Putnam County Beautiful - Clean Commission is a 501c3 Non-Profit and and Keep America Beautiful Affiliate serving Putnam County TN since 1986. Our Mission: to provide leadership and education in community beautification, litter prevention and recycling.</p> <p>As a volunteer based organization, we partner with local groups, organizations and businesses to combat litter through our Adopt-A-Road, Adopt-A-Center and Adopt-A-Park programs, in which these groups conduct litter clean-ups 3-4 times per year in their adopted areas.</p> <p>We also provide educational opportunities to groups to inform our community about waste management in our area and to promote strategies, such as recycling and composting, to help eliminate waste.</p>  |

