

KEEP WINSTON-SALEM BEAUTIFUL COORDINATOR

GENERAL DESCRIPTION:

Under immediate supervision, serves as the primary contact for the "Keep Winston-Salem Beautiful" programs. This position serves as a liaison between the community and the City for the "Keep Winston-Salem Beautiful" program; coordinates City's goals with volunteer committees to aid in goal attainment; makes presentations and develops instructional programs for school and community education; coordinates special events with volunteers and the City; works with media to publicize and promote projects and special events; schedules meetings for board, committees and events; writes checks and balances books along with committee treasurer; monitors laws and regulations related to appearance; writes needed ordinances related to appearance. Works with raising money for enhancement projects.

REQUIREMENTS:

Any combination of education and experience equivalent to a high school diploma and some experience in codes enforcement and a public health sanitation program. Preference will be given to applicants with an advanced degree in media, environmental education or related fields.

PHYSICAL REQUIREMENTS: (Reasonable accommodations may substitute for physical requirements listed below):

Must be able to lift or move up to 25 lbs. and maneuver up to 1 mile; must possess excellent communication skills. This position will work both indoors and outdoors and may be exposed to cold, heat, changing weather, adverse smells and sights and long periods of standing.

THIS POSITION IS "NON-EXEMPT" AND IS ELIGIBLE FOR OVERTIME PAY.

The City of Winston-Salem, does not discriminate on the basis of race, creed, sex, color, age, political affiliation, national origin, religion or disability in its employment opportunities, programs, services or activities.