

Green Initiatives Key Volunteer Job Description - Community Coordinator

Green Initiatives Communities bring people together about relevant topics related to improving the environment. This means sharing information with interested people and bringing them together for various kinds of activities.

"Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has."

--

Margaret Mead

Responsibilities

In this position, you will be responsible for supporting the large Green Initiatives Community or a sub-group engaged on a particular topic (e.g. related to campaigns or specific issues). This includes:

- Promoting the activities and groups to existing and potential members
- Sharing relevant information with the group.
- Coordinating and implementing related events with support of interns or volunteers
- Managing the related communication channels (e.g. wechat group)
- Recruiting and managing volunteers for campaigns
- Working with GI staff and volunteers as required.
- Marketing and promotion of activities and followups (eg. Event photographs) through various wechat groups, and social media

Skills Required

- Ability to work independently with minimum supervision (coordinator can do some work from home). Recommend 5-10 years work experience.
- Passion for working on environmental projects that can make a difference
- Enthusiasm to bring together groups of people; ability to inspire others to get involved
- Strong written and verbal communication skills in English.
- Communication skills in Mandarin a plus.

Commitment

- Time commitment will depend on the level of involvement.

This hands-on role is a great opportunity to engage with the community and lead meaningful conversations and discussions. For more information write to info@greeninitiatives.cn