

Green Initiatives Key Volunteer Job Description - Project Coordinator

Green Initiatives' Impact Projects are designed to help divert waste to reuse or recycling. The project coordinator helps to oversee the 4 recycling programs to ensure the day to day functioning as well as it's longevity.

"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 programs that collect and repurpose or recycle specific kinds of waste: plastics, electronic, paper, textile. This includes:

- Arranging for collection of the waste through various partners
- Coordinating sorting parties or other methods to sort the waste as required.
- Working with logistics providers to move the waste to storage or recycling facilities as needed.
- Tracking the amount of waste collected to demonstrate impact.
- Promoting the programs to potential partners or participants.
- Coordinating events related to awareness or action for waste reduction or recycling.
- Working with staff or other volunteers as needed.
- Participate in team meetings as required.
- Updating sales presentations, as needed
- Marketing and promotion of project highlights through GI website 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
- Strong communication skills in English – both written and verbal.
- Verbal communication skills in Mandarin is mandatory.

Commitment

Time commitment will depend on the level of involvement.

This hands-on role is a great opportunity to feel the tangible difference you're making in diverting waste and improving our world. For more information write to info@greeninitiatives.cn