

Keep Cincinnati Beautiful Young Professionals

2020 Leadership Council Applications

The Keep Cincinnati Beautiful Young Professionals group is accepting applications for open Leadership Council roles! The mission of the Keep Cincinnati Beautiful Young Professionals group is to serve as environmental advocates for the community. YPs support KCB's mission by promoting environmental education, leading neighborhood clean ups and beautification projects, and participating in professional development opportunities. Leadership Council team members work together to coordinate engaging service and social events for the entire group. All roles are unpaid volunteer positions with group leadership responsibilities estimated at 5 - 10 hours a month. No prior experience in the KCB or other YP group is necessary. We are seeking new passionate folks that care about positive environmental change and want to help Keep Cincinnati Beautiful!

A description for each open role is available below. If you are interested in applying, please send an email to YPGroup@KeepCincinnatiBeautiful.org by **11:59 pm Friday, September 18th, 2020** with the subject line: **2020 YP Leadership Council Application**. Please include your Name, Phone Number, Email, and a short paragraph on why you're interested in joining the Leadership Council and what you would bring to the position you're applying for. Applications will be reviewed and candidates will be notified **Monday, September 21st**. Applicants may apply for more than one position. Please send a single email with paragraphs of interest for each position, and include a ranking of desired positions.

Sounds like fun but you can't commit to a role? We have open meetings every third Monday of the month. For more information, sign up for our YP Emails at www.bit.ly/KCB-YP

Position Descriptions

1. Finance Chair
 - a. Manages records of the YP Group budget and coordinates with KCB staff contact when withdrawals/ deposits need to occur.
 - b. Builds relationships with local businesses, coordinates fundraising events.
 - c. Manages YP volunteers for KCB fundraiser events (Block Party, Bunbury, etc.)
 - d. Coordinate with Communications and Membership Chair to market events and track attendance records.

2. Environmental Education Chair
 - a. Working with KCB staff to connect with local schools for planning educational presentations and/or events for local students. (Ex: event with Walnut Hills high school on science projects.)
 - b. Research environmental education events hosted by other groups to publish and coordinate with Communications Chair to share with KCB YPs.

- c. Coordinate with Professional Development Chair to plan presentations from various environmental professionals at monthly YP meetings and/or stand alone events.
 - d. Coordinate with Communications and Membership Chair to market events and track attendance records.
- 3. Clean Ups & Beautification Chair
 - a. Plan monthly neighborhood clean ups & beautification events (i.e. garden planting; mural painting, etc.)
 - b. Coordinate with KCB Volunteer coordinator for supplies, waivers, registration, etc.
 - c. Coordinate with Communications and Membership Chair to market events and track attendance records.
- 4. Professional Development Chair
 - a. Be a liaison to the board and attend board meetings
 - b. Work with the YP Board Member (Emily Rosetti)
 - c. Plan and execute professional development events
 - i. i.e. Networkings, Board Happy Hours, Career/ Topic presentations etc.
 - d. Coordinate with Communications and Membership Chair to market events and track attendance records.
 - e. Build relationships with other YP groups and Cincinnati area universities.
- 5. Communications and Membership Chair
 - a. Monitoring and responding to KCB YP emails
 - b. Onboarding new members; tracking member requirements and fulfillment
 - c. Graphic designing; flyer creation; social media banners
 - d. Social media upkeep: sending out event invites, calendar invites, moderator for FB page
 - e. Outreach to other YP groups and councils for marketing of events.
 - f. Scheduling meetings and taking notes

General Leadership Council Requirements

1. Attend all full young professionals group meetings per year (1 per month).
2. Attend all leadership council meetings per year (1 per month).
3. Attend at least 50% neighborhood clean-up/ beautification, environmental education, and/or professional development events per year (preferably more).
4. Attend at least 1 fundraising event per year (preferably more).