



**CHEROKEE COUNTY
JOB DESCRIPTION**

TITLE: Keep Cherokee Beautiful Intern- Kundell Environmental Grant GRADE: TBD
DEPARTMENT: Communications FLSA: Non-Exempt
REVIEWED BY: HUMAN RESOURCES DATE: March 2022

POSITION SUMMARY

The primary focus of the position will be the marketing, promotion, and implementation of the Keep Cherokee Beautiful and recycling programs to prevent and reduce litter in the community.

The position is funded primarily through a grant from the Association of County Commissioners of Georgia with additional funds from Keep Cherokee Beautiful. The primary dates of the program are May 1, 2022 through September 30, 2022.

MAJOR DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Using social media outlets to promote the advantages of recycling, litter reduction and Adopt-A-Mile program;
- The development of marketing campaigns for social media use.
- Reach out to local schools, churches, business, homeowner associations, etc. to market the program and recruit volunteers.
- Work with organizations to complete the application process, adopt section(s) of road, complete the training program, schedule and report clean ups.
- Assist in the implementation and promotion of other Keep Cherokee Beautiful initiatives.
- Content development and distribution of a Keep Cherokee Beautiful electronic newsletter
- Writing press releases recognizing Adopt-A-Mile groups and their accomplishments
- The development and content management of the KCB website;

DESIRABLE QUALIFICATIONS

Education and Experience

Undergraduate student, graduate student, recent college graduate, or a high school student 16 years of age or older who is dually enrolled in a college program.

Any combination of education, training, and experience that provides the required knowledge and skills is acceptable.

OTHER REQUIREMENTS

Must be available for work on weekends, evenings and holidays. Must be able to drive.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

Cherokee County is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

REQUIREMENTS INCLUDED IN THIS CLASS SPECIFICATION MAY BE SUBJECT TO MODIFICATION IN ORDER TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES WHO ARE OTHERWISE QUALIFIED TO PERFORM THE ESSENTIAL DUTIES OF THE JOB.

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Approval:

Supervisor Date

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I acknowledge receipt of this job description.

Employee Signature Date