

**Job Title:**

Keep Jones Beautiful Facilitator & Main Street Gray/ Chamber of Commerce Assistant

**Hours:** 28+ hours per week

**Location:** Jones County, GA

**Position Overview:**

We are seeking a dedicated and motivated individual to join our team as the **Keep Jones Beautiful Facilitator** and **Assistant** for the Main Street Gray and Gray Jones County Chamber of Commerce. This dual-role position is ideal for someone who is passionate about community improvement, has strong organizational skills, and enjoys working in a collaborative environment.

**Key Responsibilities:****Keep Jones Beautiful Facilitator**

- Work with Keep Jones Beautiful committee to help develop and implement programs and initiatives that promote litter prevention, beautification, and recycling in Jones County.
- Work with the Keep Jones Beautiful Committee to coordinate and organize community clean-up events, educational workshops, and campaigns.
- Work closely with local schools, businesses, and civic organizations to foster partnerships for community improvement efforts.
- Monitor and report program effectiveness, maintaining accurate records of events, volunteers, and community impact.
- Seek and manage grant opportunities and funding to support Keep Jones Beautiful initiatives.
- Serve as a public representative for the program, attending meetings and presenting to stakeholders as needed.

**Main Street/Chamber of Commerce Administrative Assistant**

- Provide administrative support for the Main Street and Chamber of Commerce programs, including handling phone calls, emails, and in-person inquiries.
- Assist in event planning and execution, including ribbon cuttings, festivals, and networking events.
- Help manage social media accounts, newsletters, and website updates to promote Chamber and Main Street activities.
- Help maintain accurate records of memberships, sponsorships, and event registrations.
- And other administrative duties

**Qualifications:**

- **Education:** High school diploma or GED required
- **Experience:**
  - o Previous experience in community engagement, event coordination, or administrative roles.
  - o Familiarity with Keep America Beautiful programs or similar environmental initiatives is a plus.
- **Skills:**
  - o Strong organizational and time-management skills.
  - o Excellent written and verbal communication abilities.
  - o Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and social media platforms.
  - o Ability to work independently and as part of a team.
  - o Basic knowledge of graphic design or Canva is a plus.
- **Other Requirements:**
  - o Passion for community improvement and a commitment to sustainability.
  - o Flexibility to work occasional evenings or weekends for events.
  - o Valid driver's license and reliable transportation.

**Compensation:**

- Competitive hourly wage based on experience and qualifications.
- Potential for growth within the organization.

**How to Apply:**

Please submit your resume, a cover letter highlighting your qualifications, and three professional references to [jonescountychamber@jonescounty.org](mailto:jonescountychamber@jonescounty.org)

Applications will be reviewed on a rolling basis until the position is filled.

Join us in making a difference in Jones County by fostering community pride and economic vitality!