Keep Virginia Beautiful (KVB) engages and unites Virginians to improve our natural and scenic environment. Our goal is to be the state’s voice, providing a framework for improved communications and collaboration, cultivating and supporting sustainable programs, and engaging citizens by linking them to volunteer opportunities and information focused on our 5 core principles – Litter Prevention, Recycling, Waste Reduction, Beautification and Education.

**Title:** Regional Team Leader (RTL)

**Reports To:** Environmental Programs Director

Keep Virginia Beautiful entered into a partnership with Virginia Department of Transportation (VDOT) and the Adopt-A-Highway (AAH) Program in Spring 2017. We position Regional Team Leaders (RTL) to cover the three regions of the state as liaisons and points of contacts for VDOT’s Adopt-A-Highway Coordinators and volunteers. RTLs should have a minimum of one year experience within the last three years in nonprofit management, volunteer recruitment and management, litter prevention and recycling. Ideal candidates will have the knowledge and skills to develop and implement engaging schools, businesses, groups and regional contacts in adopting VDOT AAH locations. RTLs will promote AAH throughout their designated regions. This is a paid part-time position, with the expectation of 15 to 20 hours per week.

**Primary Responsibilities:**

- Work out of a home office primarily and some travel around Northern Virginia
- Act as primary contact with Adopt-a-Highway Coordinators in their region
- Build relationships with businesses and volunteer groups to participate in the Adopt-A-Highway Program
- Support and train community volunteers and groups
- Assist with volunteer recognition efforts
- Serve as the point of contact for local Chambers of Commerce, offices of tourism, professional and service groups and Litter & Recycling Managers
- Develop partnerships to assist with youth environmental education, to increase litter and recycling education and awareness
- Disseminate Keep Virginia Beautiful and AAH materials throughout designated regions while creating a local presence at fairs, festivals, and community events
- Promote internal and external publicity including social media, local print and television media

**Qualifications & Requirements:**

- Must be able to lift and handle 20 – 50 lbs.
- Must have a bachelor’s degree
- Must have previous nonprofit and volunteer management experience.
- Must have reliable transportation, valid driver’s license, good driving record and be able to drive throughout the designated region and to and from quarterly meetings.
- Commitment to KVB mission and core principles
- Attention to detail and strong project management and organizational skills required
- Able to communicate effectively and possess phenomenal interpersonal skills
- Thinks creatively and works collaboratively with the AAH network
- Resourceful with a positive attitude
- At least 18 years old

**Application Process:**

Please contact Tracey Leverty, Environmental Programs Director, at tileverty@keepvirginiabeautiful.org with your resume, contact information and cover letter telling us why you are interested in this regional opportunity.