



Clean Memphis

Community Engagement Manager

Summary

Clean Memphis is seeking a passionate and organized Community Engagement Manager to support our growing work in sustainability education and community activation. This part-time role (maximum of 20 hours/week) will lead targeted engagement activities aligned with grant deliverables and organizational priorities. This position reports to the Director of Education and Community Engagement.

The ideal candidate will be proactive, collaborative, and mission-driven—able to manage community partnerships, host impactful clean-up events, and provide educational opportunities such as MRF (Materials Recovery Facility) tours.

This position is in-person and may include occasional evening or weekend commitments.

Job Responsibilities

Key Responsibilities

Community Engagement & Program Delivery (70%)

- Lead implementation of CE grant deliverables, with an initial focus on the World Wildlife Fund Food Waste Reduction project.
- Plan and execute neighborhood-based community workshops in 4-5 neighborhoods
 - May involve collaboration with partners such as Memphis City Beautiful.
- Organize and host corporate clean-ups, in coordination with the Development team for donor-affiliated companies.
 - Recruit and manage volunteers as needed
- Facilitate MRF (Materials Recovery Facility) tours, providing sustainability education and engagement opportunities for schools, businesses, and community groups.

Partnership Coordination & Internal Support (30%)

- Maintain ongoing communication with community partners and stakeholders to support engagement goals.
- Collaborate with the Development team to align volunteer events with donor stewardship efforts.
- Track deliverables and support basic reporting for grant-funded activities (in collaboration with Dev + Program staff).

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3548 Walker Ave, Suite 102, Memphis, TN 38111



Qualifications & Requirements

Required Qualifications

- Proven experience in community engagement, volunteer coordination, or environmental education
- Strong organizational and communication skills
- Ability to work independently and as part of a small, mission-driven team
- Passion for environmental sustainability and community development
- Available for part-time, in-person work (up to 20 hours/week), including some evenings or weekends

Preferred Qualifications

- Experience working with corporate or community-based volunteer groups
- Familiarity with Memphis neighborhoods and sustainability-related organizations
- Experience with tracking program metrics or grant deliverables

Organizational Expectations

- Support cross-functional teamwork and uphold our values of leadership, community, diversity, respectful partnerships, and continuous learning.
- Participate in community events, team meetings, and professional development opportunities as applicable.
- Contribute to a positive, collaborative work culture.

Compensation

This is a part-time position with a compensation rate of \$30 per hour. Mileage reimbursement is provided. This position is also eligible to participate in the organization's 401(k) retirement program.

To Apply

Interested candidates should submit a resume and cover letter to Nefertiti Orrin, President and CEO, through our website at www.cleanmemphis.org/careers. We will be accepting applications through Monday, February 16th.

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