

GreenLight Solutions

GLSolutions.org

Nonprofit

Tempe, Arizona

POSITION COMMITMENT EXPECTATIONS

- Volunteer position
- 6 month minimum
- 8 hour/week minimum
- Weekly schedule is flexible with the student's availability
- Remote position. For local team members, we offer opportunities for in-person meetings and events
- Team members work independently with weekly check-ins with fellow staff and interns

ORGANIZATION

GreenLight Solutions is celebrating ten years of sustainability solutions! Our mission at GreenLight Solutions is to educate and empower the next generation of sustainability leaders. We do this by helping students launch sustainability careers and businesses go green. Our purpose is to break down the barriers of sustainability.

Since 2013, GreenLight Solutions has trained **350+ students** and implemented **86 sustainability projects** to serve **62 businesses**.

Since 2022, GreenLight Solutions' Green Events Services have diverted over **10 tons** from the landfill, contributing to over **28 tons** of CO2 emissions avoided and over **1800** meals provided to those in need.

Organization Age: 10 years

Organization Size: 2 staff with 10+ part time contributors

- ➡ Read our latest [Annual Impact Report](#)
- ➡ Check out GLSolutions.org
- ➡ Follow us [Facebook](#) | [LinkedIn](#) | [Instagram](#) | [Twitter](#) | [Youtube](#)

Get Involved

- [Launch a Sustainability Career](#)
- [Improve Sustainability Performance](#)
- [Support Sustainability](#)

Programs:

- ★ [Student-Led Sustainability Projects](#): Student teams partner with businesses to help meet their sustainability goals.
- ★ **GreenLight Bootcamp**: The condensed version of Student-Led Sustainability Projects serving study abroad students.
- ★ [Sustainability Seminars](#): Employee engagement lunch & learns to educate employees about sustainability.
- ★ [Sustainability Success Source](#): Recruitment services to help organizations hire Solutioneers.
- ★ [Green Event Services](#): Waste services to achieve high diversion from the landfill.

POSITION OVERVIEW

The Membership Assistant position will support our organizational transition to offering membership opportunities, which provides Sustainability Education, Community, Services, and Resources.

PRIMARY RESPONSIBILITIES

- The position plays a key role in the development of this organizational transition and could focus on any of the subcategories within Education, Community, Services, and Resources, or overall membership support. This may include, but is not limited to:

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- Reliably attend weekly meetings
- All team members join the [FUN Committee](#), which Fundraises, Uplifts, and Networks to grow GreenLight

POSITION OUTCOMES

- Gain experience in maximizing operational efficiency and standard operating procedures
- Improve professional communications
- Gain a unique learning experience and networking opportunity with local nonprofit leaders and other professionals in the sustainability and local business community
- Gain experience in the world of business and the nonprofit sector
- Gain an understanding of the inner workings of organizational communications and engagement

DESIRED QUALIFICATIONS

- Self-driven and independent worker
- Strong organizational and planning skills
- Strong people skills
- Strong written and oral communication skills
- Ability to effectively collaborate in teams
- Attention to detail in all work-related matters
- Knowledge of Google Drive or equivalent programs

SCHEDULE

All Check-In's and Group Work Sessions will be flexible and based on the team member's schedule and will be scheduled on a consistent weekly basis at the beginning of the position.

- **Weekly**
 - **Two 1-hour Operations Team Check-In Sessions:** Total 2 hours weekly. All team members send a brief, written update to staff one hour prior to the Operations Team Check-In Session, then we meet as a team to discuss.
 - **Two 2-hour Group Work Sessions:** Total 4 hours weekly. All team members attend to do independent work, collaborate, and/or gain feedback from your peers. This is equivalent to going into the office and working alongside your peers.
 - **Leftover hours:** Your additional hours can be fulfilled through independent remote work and/or attending the monthly meetings listed below.
 - **Monthly**
 - **One 1-hour F.U.N. Committee Meeting:** 1 hour monthly. All team members join the [FUN Committee](#). The volunteer committee meets to discuss initiatives to Fundraise, Uplift, and Network to grow GreenLight.
 - **One 1-hour Board of Directors Meeting:** 1 hour monthly. Get the special opportunity to experience a board meeting. Learn about the strategic direction of the organization and how your role fits into and advances this vision

APPLICATION INSTRUCTIONS

- Schedule an interview and submit your resume [here](#).