



# Volunteer Position Description

*We are strong and successful because of the leadership and talents of our volunteers.*

## FILTER BUILD COORDINATOR

### WORKS WITH THE FILTER BUILD MANAGER

### VOLUNTEER POSITION, AVERAGE OF 4-6 HOURS PER MONTH

20 Liters tackles the clean water crisis with our sleeves rolled up. We don't just advocate, educate and raise funds, we get to work producing the long-lasting, innovative filter technologies that provide sustained access to clean water for millions of people around the world.

Filter Build Coordinators help us meet our goals by recruiting teams, groups, families and individuals and scheduling and promoting filter builds.

### TASKS AND ASSIGNMENTS

- Work with Filter Build Leaders to schedule filter build events at a variety of times and days (weekdays, evenings, weekends)
- Ensure sufficient builds are scheduled to meet our goals for each type of filter
- Work with the Managing Director to use multiple communication channels to promote and advertise scheduled builds
- Work with the Managing Director to use multiple communication channels to recruit filter builders from faith communities, organizations, and the general public
- Track and report results from scheduled filter builds including sign-ups and attendance
- Attend committee meetings as scheduled

### SKILLS AND ABILITIES

- Communication skills including writing emails and making phone calls
- Ability to schedule and track events
- Flexibility, adaptability and creativity
- Basic computer skills: email, internet browsing, documents, spreadsheets

### OPPORTUNITIES AND BENEFITS

- Hone your organizational and communication skills
- Meet other volunteer leaders, humanitarians, and professionals
- Learn new strategies, skills and methods
- Learn about the global water crisis
- Make dirty water clean for the most vulnerable

### INTERESTED?

Send an email to [info@20liters.org](mailto:info@20liters.org) and we'll start the conversation.