



Job Description – Remote Office Volunteer

The Beach Project is always in need of remote office volunteers! Checkout our below opens and join us today to make a positive change in your community!

Job Title: Remote Office Volunteer

Systems Title: Volunteer, G&A

Position Type & Work Schedule: 1+ hours per week; no set daily/weekly schedule

Position & Pay Type: Volunteer, Unpaid

Work Location: Remote

Reports to: Katie Jordan, Founder & Executive Director

Current Volunteer Openings as of September 1, 2025

- *No experience needed; on-the-job training is provided.*
- *All volunteers are requested to attend clean-up and workshop events.*
- *Number of openings may vary.*

Volunteer Type	General Description
Trash Clean-up	Collect trash in your local area and report volume collected in gallons.
General Office Assistance	Duties consist of a blend of the below areas and/or are assigned on an as-needed basis.
Data Entry	Enter, audit, and upload data and supporting documentation for donations, bills, and expenses. Other accounting related duties may be assigned.
Event Planning	Locate and secure event venues; create event signage through Canva; research/compile lists of event supply costs; test craft projects prior to event advertising (supplies provided); post event information on digital platforms; attend events; and assist in other event-related duties, as needed.
Social Media	Create assigned social media and/or website content through the Canva and GoDaddy platforms. Ideas welcome!
Partnerships	Perform outreach to schools, corporations, clubs, nonprofits, and other organizations to form volunteer and fundraising partnerships.
Funding	Research and assist in grant and other funding applications.

Updated August 2025



THE BEACH PROJECT

Digital Marketing*	Assist in online marketing and advertising through SEO marketing, keyword search, and other strategies. <i>*Experience required. General Office Assistants will not be assigned this duty.</i>
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Skills & Qualifications

- Ability to perform work independently in a remote setting
- Ability to perform work on a personal laptop device (non-reimbursable by the organization)
- Excellent written and verbal skills
- High level of attention to detail
- Proficiency in Google Suites, preferred

By signing this document, I acknowledge that my role and job performance will be based on the above job description.

Signature

Date

The Beach Project is an equal opportunity, providing jobs to the candidate who best fits the position. The Beach Project does not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, gender identity, disability, or genetic information.