Volunteer Title: Ocean Friendly Establishments (OFE) Committee Member

Position Type: Volunteer

Location: Wilmington, NC or willing to travel (Required)

Commitment: 3+ hours/week + monthly meetings

Description: An OFE committee member will support Plastic Ocean Project's Ocean Friendly Establishments program through the recruitment of new businesses, forming relationships with current businesses, and renewing certificates.

Roles/Responsibilities: (include but not limited to)

- **Recruit Establishments into the Program:**
    - Persuade local businesses and restaurants to switch to environmentally sustainable practices and/or apply to the OFE program
    - Pick up printed certificates from All Ways Graphics and drop off at Frame Masters
    - Pick up framed certificates and drop off at the appropriate businesses along with window decals and stickers
    - Take photographs of owners with their new certificate

- **Build Lasting Relationships with Certified Businesses:**
    - Follow up with certified businesses about their upcoming events to promote
    - Persuade businesses to hold fundraisers for POP
    - Gain feedback on the program
    - Visit establishments and take photographs/short video clips of sustainable practices, conduct interviews, create content for marketing

- **Renew certifications:**

- Have current businesses reapply for their annual certifications when they are due
- Encourage current businesses to increase their environmentally sustainable practices and increase their star rating
- Drop off new certificates if applicable (new star rating/rebrand)

- **Documentation and Reporting:**
    - Maintain spreadsheet for tracking recruitment
    - Report monthly accomplishments and to dos at the committee meetings
    - Maintain open communication with OFE coordinators

Core Skills and Qualifications:

- Establish and maintain interpersonal relationships
- Organization
- Fundraising
- Leadership
- Communication
- Innovative and problem solving