

Office Support Specialist Description

Summary

The Office Support Specialist reports directly to the Executive Director. The primary focus is to support the organizational programs through office support through data entry as well as quick books entries.

Responsibilities

- Provide general administrative support including the following:
 - Perform basic bookkeeping tasks including bill paying, check cutting, deposits, and quickbooks reporting
 - Purchase office supplies
 - Maintain files and documents in Basecamp site
 - Serve as first point of contact for the organization
 - Manage the donor database
 - Perform general administrative support
- Special Events
 - Assist with coordination and set up of Sustainable Tulsa events
- Communications
 - Assist with website updates
 - Assist with donor communications, including annual appeal and thank you letters
 - Take on additional tasks as directed by the Executive Director and Program Coordinator

Requirements

- Associates Degree in Business Administration, or a related field.
- Part Time: 10 hours/week with some flexibility. Primarily office from 36 Degrees N with some home office option and willingness to be mobile
- Proficiency with spreadsheets, databases, and word processing. Familiarity with Quickbooks a plus.
- Ability to organize details, set priorities, and meet deadlines.
- Excellent written and oral communication skills.
- Strong attention to detail and ability to work as a team member with minimal supervision.
- Physically able to assist with setting up rooms for events and carrying materials up to 40 lbs
- Has the ability to arrive on time to Sustainable Tulsa activities and meetings.
- Enthusiasm for Sustainability!
- Positive attitude

Details:

- Based in Tulsa, Oklahoma
- Pay starts at \$13/hour Please send your resume, three references, and cover letter to corey@sustainabletulsa.org
- For more information on Sustainable Tulsa programs visit us at sustainabletulsa.org
- Submissions are due July 10, 2018.