

Projects Coordinator Description

Summary

The Projects Coordinator is an entry level position and will report directly to the Executive Director. The primary focus is the coordination of Sustainable Tulsa's programs, growing Sustainable Tulsa membership and partnerships and leading the PR and Communications activities. This position has administrative duties and event planning duties with the opportunity to assume increasing levels of responsibilities.

Responsibilities

- Assist with the coordination of Sustainable Tulsa programs, 1st Thursdays, B2B Case for Sustainability, Scor3card, Monarch Initiative, Green Directory and fundraisers, etc.
- Act as the Scor3card Information Specialist and participate in the Scor3card Coaching Program.
- Assist with recruitment of speakers, volunteers, catering and meeting logistics for programs.
- Set up educational booths and assist with educational outreach at events.
- Establish and manage contacts using Constant Contact, Donor Perfect, and other data collections systems.
- Answer phones.
- Assist with PR and Marketing.
- Assist with design and layout of documents and web pages.
- Other duties as assigned.

Requirements

- BA degree preferred in Communications, Public Relations, or a related field.
- Full time position: 40 hours/week with some flexibility
- Primarily office from 36 Degrees N with some home office option and willingness to be mobile
- Proficient IT Skills
- Good writing skills
- Excellent communication skills
- Computer Skills: Microsoft Word, Excel, Donor Perfect, Adobe Creative Suite, Constant Contact, Word Press, social media, and able to learn new programs (i.e. Scor3card Program)
- 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 \$14/hour Please send your resume and cover letter to corey@sustainabletulsa.org
- Deadline to apply: January 22, 2018
- For more information on Sustainable Tulsa programs visit us at sustainabletulsa.org