

## Events Coordinator Description

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### Summary

Reporting to the Executive Director, the Events Coordinator plans and executes Sustainable Tulsa's programs and special events, which includes event planning and PR and Marketing and Communications. This position will be responsible for creating a promotion and marketing strategy aimed at increasing community awareness of Sustainable Tulsa's mission and strengthening the agency's overall brand and member participation at these events. Sustainable Tulsa seeks team members that can work in collaborative environment to implement our 1<sup>st</sup> Thursday Program, B2B Case for Sustainability quarterly series, RECHARGE annual fundraiser, Scor3card Final Event and multiple partner events.

### Responsibilities

- Implement communications marketing and communication strategy
- Help build positive relations with the team and external parties
- Schedule and organize events and maintain agenda
- Coordinate technology needs/availability for each event
- Support growth and program development

### Requirements

- BA degree preferred in Communications, Public Relations, or a related field.
- Proven experience in marketing/public relations and event planning
- Full time position: 40 hours/week with some flexibility and occasional weekend expectations
- Primarily office from 36 Degrees N with some home office option and willingness to be mobile
- Detail-oriented and efficient
- Outstanding verbal and written communication skills
- Comfortable with public speaking
- Excellent time management and organizational skills
- Ability to work as part of a team and independently, with a high level of self motivation
- Computer Skills: Microsoft Office , Donor Perfect, Adobe Creative Suite, Constant Contact, Word Press, social media, and tech savvy
- 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, three references, and a cover letter to [corey@sustainabletulsa.org](mailto:corey@sustainabletulsa.org)
- For more information on Sustainable Tulsa programs visit us at [sustainabletulsa.org](http://sustainabletulsa.org)
- Deadline for submission is July 10, 2018.