

Scor3card Coordinator Description

Summary

The Scor3card Coordinator will report directly to the Executive Director. The primary focus is the coordination and implementation of the Scor3card program, a triple bottom line strategy for businesses. Sustainable Tulsa is a collaborative environment and seeks team members that can work well as team members to implement our programs and mission. Potential to grow into more responsibility and pay over time.

Responsibilities

- Implement Scor3card Program
 - Supervise Scor3card Coaching Program
 - Coordinate the Verification Process
 - Understand the administrative side of the Scor3card software and problem solve challenges
 - Provide technical details to consultants on day to day operations of Scor3card
 - Assist with the Scor3card Final Event
- Recruit Members
- Work on National Implementation Plan
- Other duties as assigned

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 \$17/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
- Deadline for submission is July 10, 2018.