Scor3card Coordinator Description

Summary
The Scor3card Coordinator will report directly to the Executive Director. The primary focus is the implementation and growth 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 part of a team to implement our programs and mission. Potential to grow into more responsibility and pay overtime.

Responsibilities
- Implement Scor3card Program
  - Supervise Scor3card Coaching Program
  - Coordinate the verification process
  - Manage the administrative side of the Scor3card software and problem solve challenges
  - Provide technical details to consultants on day to day operations of Scor3card
  - Guide in the Annual Scor3card Review by working with committees and consultants
  - Work with the team on delivery of the Scor3card Final Event
- Assist with Program Growth
  - Recruit new members by implementing a growth plan through research, presentations, and business development strategies
  - Retain members and provide a quality service plan
  - Assist with the launch of the Green Directory
  - Update staff and members on leading trends in business sustainability
  - Analyze Scor3card data for program trends
  - Write grants to support the Scor3card program
- Other duties as assigned

Requirements
- BA/BS degree preferred in Business, Sustainability, Marketing/Sales, or a related field
- Proven experience in program management and data analysis
- Full time position: 40 hours/week with some flexibility and occasional evening/weekend expectations
- Primarily office - remotely until further notice
- 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: Salesforce, 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 $35,000/yr with benefits
- Please send your three documents: resume, three references, and cover letter to corey@sustainabletulsainc.org
- For more information on Sustainable Tulsa programs, visit us at https://www.sustainabletulsainc.org
- Deadline for submission is October 4, 2020