

Sustainable Education and Events Coordinator Job Description

Summary

Reporting primarily to the Marketing and Development Manager and Scor3card Manager for associated programs. The Sustainability Education and Events Coordinator plans and implements Sustainable Tulsa's educational programs and events to include First Thursday, B2B Case for Sustainability quarterly series, Scor3card Final Event, Scor3card volunteer coaching program, and Individual Sustainability App and challenges. This position works with team members to achieve our events and grow sustainability education in the region. Sustainable Tulsa seeks team members that can work in a collaborative environment.

Responsibilities

- Schedule and organize speakers, event details, and maintain event agendas
- Coordinate technology needs/availability for each event
- Coordinate and implement the Individual Sustainability app and sustainability challenges
- Organize volunteers for events and programs to include the Sco3card coaching program
- Assist with annual fundraisers
- Support member involvement with educational programs
- Help build positive relations within the team and external parties
- Provide support for grant applications related to educational programs
- Assist with growing our educational programs region wide

Requirements

- BA degree preferred in Communications, Public Relations, Sustainability, Nonprofit Management, or a related field.
- Experience in event planning
- Proven passion and experience in sustainability
- Full time position: 40 hours/week with some flexibility and occasional weekend expectations
- Primarily office remotely
- Detail-oriented and efficient
- Outstanding verbal and written communication skills
- Comfortable with public speaking
- Excellent time management and organizational skills
- Some travel in the region will be required
- Able to be flexible with volunteer participation
- Ability to work as part of a team and independently, with a high level of self motivation
- Computer Skills: Microsoft Office, Donor Perfect, Constant Contact, 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.
- Positive attitude

Details:

- Based in Tulsa, Oklahoma
- Annual salary - \$36,000 plus benefits
- Please send your resume, three references, and a cover letter to JillMaud@sustainabletulsa.org
- For more information on Sustainable Tulsa programs visit us at sustainabletulsa.org
- Deadline for submission is January 17, 2022