



VOLUNTEER & PROGRAMS COORDINATOR

Keep Omaha Beautiful (KOB) is a small, environmental nonprofit organization that dates back to 1959. Our mission is to foster environmental and community stewardship through education, service, and advocacy. Much of our work involves working with community volunteers. In light of this, we are looking for someone to recruit and coordinate KOB volunteers as well as provide support for KOB's programs and events. This full-time (40 hours/week) employee will report directly to the Executive Director.

Essential Duties & Responsibilities

- Recruit, schedule, and coordinate volunteers participating in KOB's programs and events (litter cleanups, Only Rain Down the Storm Drain, Adopt-a-Park, recycling events, community beautification efforts, etc.)
- Develop strategic partnerships and implement improvements to enhance and expand KOB's volunteer opportunities and programs
- Manage the organization's volunteer and donor database
- Oversee the purchasing and inventory of program supplies for volunteers
- Help coordinate various KOB special events and programs that do not involve volunteers
- Serve as a community resource for area residents by answering telephone and email inquiries regarding recycling and waste reduction opportunities
- Conduct occasional presentations and environmental education activities at local schools and community events to support KOB's Environmental Education Coordinator
- Assist with grant tracking and reporting
- Support office operations through a variety of tasks

There will also be other duties as assigned. KOB is a small nonprofit, which necessitates employees wearing numerous hats and embracing an all-hands-on-deck approach. The ideal candidate will enjoy a diversity of responsibilities and embrace new duties as they emerge.

Required Abilities, Characteristics, & Skills

- Extremely passionate about promoting environmental and community stewardship and making Omaha a more sustainable city
- Excellent interpersonal skills and ability to interact effectively with volunteers, donors, and the public
- Highly organized and incredible attention to detail
- Outstanding verbal and written communication skills
- Dedicated to consistently producing professional, high-quality work
- Skilled in working cooperatively with others in a team-oriented environment
- Able to think critically and problem solve independently when issues arise
- Flexible and can successfully adapt to ongoing, positive change
- Able to prioritize and manage multiple duties and tasks simultaneously

- Tech savvy and willing to adopt and learn new software and digital-based processes
- Motivated to learn new skills and engage in professional development
- KOB is committed to active multi-modal transportation options, but the candidate must still have a valid driver's license and access to a personal vehicle
- Must be able to work in an office environment with potential for long hours in front of a computer and be able to stand and work at community events
- Must be able to lift up to 40 pounds

Education & Experience

- Bachelor's degree required in sustainability, environmental science, education, communications, marketing, nonprofit management, public administration, human resources, or another relevant field
- At least two years working in a professional setting (preferably after completing college); ideally, this professional experience has involved volunteer coordination, special event planning, program management, and/or community outreach

Additional Preferences *(not required, but a definite plus)*

- Experience coordinating large-scale events
- Experience writing successful grants and/or completing grant reports
- Comfortable speaking in front of large groups
- Specialized training in specific sustainability-related topics

Schedule & Compensation

- Full-time (40 hours/week) with occasional evening or weekend work (community events)
- Competitive compensation based on talents, skills, and experience (\$37,000 to \$40,000 annual salary)
- Attractive benefits package that includes flexible work schedule arrangements, a health insurance/wellness stipend, generous paid time off, an allotment for professional development, mobile phone benefit, life and long-term disability insurance, and a retirement savings benefit

Application Process

- Please forward your tailored resume and cover letter to Chris Stratman at HelloKOB@cityofomaha.org with *KOB Volunteer & Programs Coordinator* in the subject line
- Screening begins immediately and continues until the position is filled

Summary

In summary, we are looking for someone with the right talents, potential, and commitment to our mission – an individual who believes in environmental stewardship and truly wants to make Omaha a more vibrant and sustainable city. The right candidate wants to work hard, be innovative, and contribute to a team that is committed to having a lasting and meaningful impact on our community and environment. We also expect this individual to enjoy working with a diverse group of volunteers, be crazy organized, have an impressive eye for detail, problem solve independently, demonstrate excellent writing and interpersonal skills, and be eager to continuously learn. There is ample opportunity to grow in this position and to take on different responsibilities. Our plan is to tailor the role to the strengths and interests of the selected candidate and modify the position as the individual develops professionally. If this sounds like you, please consider joining our team and helping us grow the organization!