



Mission Statement: To foster environmental and community stewardship through education, service, and advocacy.

VOLUNTEER & COMMUNITY ENGAGEMENT MANAGER

About the Organization

Keep Omaha Beautiful (KOB) is an environmental nonprofit organization that was founded in 1959. KOB contributes to a healthy urban ecosystem through its Environmental Education programs, Pollution Prevention initiatives, Waste Reduction & Recycling education, and Tree Canopy Improvement projects. Each year, we work with thousands of students, volunteers, supporters, and partner organizations, inspiring community members of all ages to engage in sustainability efforts throughout our city.

About the Position

The Volunteer & Community Engagement Manager will provide leadership and vision for KOB to successfully respond to the needs and goals of the community. This will be achieved through oversight of the volunteer program and engagement with stakeholders to deepen community relationships, strengthen ongoing multi-year neighborhood connections, and provide accessible opportunities for environmental stewardship. This highly organized individual will enjoy working with a diverse range of people, and be skilled at project management and coordinating community-service projects that benefit the environment.

Essential Duties & Responsibilities

- Recruit, schedule, and coordinate the volunteers participating in KOB's citywide programs and events
- Lead and assist in community events, incorporating educational activities that can be facilitated by volunteer leaders
- Foster strategic partnerships with the City of Omaha, civic and community groups, nonprofit organizations, and companies to create systemic change and inspire individuals to participate in positive collective impact for our urban ecosystem
- Explore and develop initiatives that expand the continuum of service opportunities and strengthen relationships with volunteers
- Manage litter cleanup and litter prevention initiatives, including the Litter Assessment project, community cleanups, outreach campaigns, and stewardship efforts
- In collaboration with stakeholders: research, create, implement, measure, and evaluate the organization's strategic engagement and volunteer program goals for continuous quality improvement
- Answer telephone calls, respond to email inquiries, manage appointments, and support general office operations to help KOB serve as a sustainability-related community resource for area residents
- Gather and organize volunteer data to support grant applications and reporting
- Organize and assemble volunteer supplies
- Manage the organization's volunteer schedule and database

- Oversee the purchasing and inventory of program supplies for volunteers

There will also be other duties as assigned. KOB is a small nonprofit that calls for all employees to wear numerous hats and contribute to an all-hands-on-deck approach. The ideal candidate will enjoy a diversity of responsibilities and embrace new duties as they emerge.

Characteristics & Skills

We are looking for a professional who embodies the following characteristics and skills. If this describes you, we encourage you to apply!

- Passionate about promoting community stewardship and sustainability in Omaha
- Excellent interpersonal skills with an ability to foster relationships with volunteers, donors, program partners, youth/students, colleagues, and the general public
- Committed to environmental equity
- Highly organized
- Outstanding verbal and written communication skills
- Able to think critically and problem solve independently when issues arise
- Creative thinker with a knack for implementing innovative ideas
- Skilled at community networking and developing successful partnerships
- Flexible and can successfully adapt to ongoing, positive change
- Adept or willingness to learn to integrate technology and assimilate digital-based processes into programs, workflows, and operations
- Motivated to learn new skills and engage in professional development
- Able to prioritize and manage responsibilities

Education & Experience

- A minimum of an associate's degree in sustainability, environmental science, education, communications, marketing, nonprofit management, public administration, social work, human resources, human services or another relevant field
- At least two years working full-time in a professional setting; ideally, this professional experience has involved volunteer coordination, community engagement, special event planning, and program/project management

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

- Experience working with Google Workspace applications, such as Google Docs, Google Calendar, Google Sheets, and Google Forms
- Experience working with Salesforce or other CRM software
- Biliterate and bilingual in English and Spanish
- Experience coordinating large-scale, public events
- Familiarity with the local nonprofit sector and experience developing community partnerships
- Comfortable speaking in front of large groups
- Specialized training in specific sustainability-related topics and/or a bachelor's degree in one of the fields noted in the "Education & Experience" section

Schedule & Compensation

- Full-time (40 hours/week) with occasional evening or weekend work (for community and volunteer events), especially in the spring and fall
- Reports directly to the Director of Education & Outreach, and works at KOB's office located at 1819 Farnam Street, Suite 306. (There is also the opportunity to work remotely one to two days a week with some allowance for a flexible schedule)
- Competitive compensation based on talents, skills, and experience (starting annual salary: \$54,000 - \$57,000)
- Attractive benefits package includes: arrangements for a flexible work schedule and remote options, health insurance and/or HSA/FSA options, vision insurance, generous paid time off, an allotment for professional development, mobile phone benefit, paid downtown parking, life and long-term disability insurance, and 403(b), a potential end-of-year financial incentive

Additional Requirements

KOB is an active and mobile team that conducts work throughout the city. In order to provide programming for all of Omaha, we ask that candidates possess the following:

- Must have a valid driver's license and access to a personal vehicle. KOB is supportive of active multi-modal transportation (walk, bike, bus, carpool), but given the nature of our work and this position, reliable access to a vehicle is necessary
- Must be able to work in a variety of settings, including an office environment with potential for several hours in front of a computer and at offsite/outdoor locations to work with volunteers and assist with community events
- Must be able to lift up to 40 pounds, walk long distances throughout parks and trails, set up for events and move equipment for community service projects with volunteers
- Must successfully pass a background check prior to the start of employment

Application Process

- To apply, please email your tailored resume and cover letter as PDF files to Hannah Rennard-Ganley at Hannah.Rennard-Ganley@KeepOmahaBeautiful.org with Volunteer and Community Engagement Manager in the subject line
- In the cover letter, please include the following:
 - Describe your experience working with volunteers, engaging community members, and managing projects or events
 - Specify your earliest potential start date if offered the position
 - Describe why KOB's mission resonates with you
- Screening begins immediately and continues until the position has received sufficient qualified applicants

**KOB values diversity of experience, approach, and perspective within our work and team, and we are proud to be an equal opportunity employer. Our organization is committed to being an inclusive, diverse workplace that is welcoming to people of all backgrounds, experiences, and circumstances, and reflects the communities we serve and value.