**Keep Oklahoma Beautiful**

**Program Manager Position**

The Program Manager is an integral member of the Keep Oklahoma Beautiful (KOB) team, responsible for developing, organizing, implementing, and maintaining the statewide programs that address beautification, litter remediation and environmental sustainability. The ideal candidate will be an organized project manager with experience in creating and maintaining databases; communicating with the community, partners and program participants; and overseeing comprehensive statewide programs. Position includes some graphic design, social media and website content creation that correlates with projects and programs.

***Scope of Responsibilities:***

* Organize, coordinate, promote and implement the day-to-day operations of KOB programs: Great American Cleanup (January-May), Paint Oklahoma Beautiful (June-August), Environmental Excellence Celebration (September-December) and Keep Route 66 Beautiful (year around).
* Build strong relationships with Affiliates, state partners, government agencies, corporate sponsors, volunteers and a statewide network of community participants.
* Work industry trade shows, Earth Day events, workshops and forums that promote the mission of KOB.
* Maintain and analyze accurate data, including registration, participation, evaluations and assessments to prepare program wrap-up reports to present to board, sponsors, and staff.
* Work closely with Executive Director to develop sponsorships, promote programs and increase participation.
* Design and prepare information for Annual Report and marketing collateral.
* Maintain website information and social media including updates for projects and programs.
* Travel to visit statewide constituents, Affiliates, communities, and events supporting KOB's mission.
* Order, manage and maintain large inventory of supplies for programs
* Manage warehouse operations for packing and delivery of supplies.
* Write and submit press releases for programs.
* Prepare online forms and voting contests for programs.
* Assist with event planning for the major annual events and workshops.
* Job requires working in-office with other team members during major project timelines.

***Qualifications:***

* Degree in job-related field or 5+ years of experience in program coordination or project management.
* Experience with Macs and Microsoft Office (Excel and Word); Google Forms and Google Sheets.
* Experience with design software, like Canva, Illustrator, or similar products.
* Strong multi-tasking and organizational skills.
* Ability to work in a small team office environment, outside during beautification projects and in a warehouse during large-scale packing and shipping projects.
* Physical ability to set up and take down trade show booths.
* Effective communications skills, including verbal, written and presentation skills.
* Availability to work some evenings and weekends; and have a reliable, insured vehicle for reimbursed travel.
* Nonprofit or project management experience a plus; being a friendly, public-facing team player a must.

***To Apply:***

* Apply through [Center For Nonprofits](https://careercenter.okcnp.org/) or send cover letter and resume to [jobs@keepoklahomabeautiful.com](mailto:jobs@keepoklahomabeautiful.com)
* Application deadline Friday, May 9.

***The Company:***

Keep Oklahoma Beautiful is a statewide nonprofit and the state Affiliate of Keep America Beautiful. Operating in 77 counties with various programs and events, the mission of KOB is to empower Oklahoma citizens to preserve and enhance the state’s natural beauty and ensure a healthy, sustainable environment.

* Office hours 8:30-4:30 Monday through Friday with occasional remote work Fridays.
* Benefits include health insurance, vision and dental.
* Office closed state holidays and from Christmas through New Years.