

Keep Oklahoma Beautiful
Part-time Education & Recycling Coordinator
Job Description

The Organization: Keep Oklahoma Beautiful is a statewide nonprofit and the state affiliate of Keep America Beautiful. Operating in all 77 counties of the state 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.

The Role: Manage KOB Litter Education, Lend-A-Bin, and Recycling programs. Provide support to the Program Coordinator for the Environmental Excellence Celebration and the Great American Cleanup program. Daily support to Executive Director and Affiliate Coordinator.

Scope of Responsibilities:

- Manage registrants for Litter Education, communicate with entrants, organize judges, facilitate voting, plan and schedule winner recognitions and prizes, and additional program needs as applicable
- Facilitating KOB's Litter Education programs; developing and implementing recycling curriculum and activities to include in programs: UnCapped Art Contest, UpCycled Invention Contest, End Litter Video Contest, and GAC T-Shirt Design Contest.
- Plan, organize, and implement the annual Student Environmental Champions Awards
- Support to Program Coordinator in the Great American Clean-Up program with supply sorting/delivery
- Support management of all KOB social media platforms and website
- Coordinator volunteers and assist with obtaining and preparing raffle items for Environmental Excellence Celebration
- Facilitating and promoting KOB's Lend-A-Bin program
- Monthly reporting on effectiveness of Lend-A-Bin program collections with a benefit analysis of community impact (i.e. amount of material recycled, number of people impacted)
- Assist communities in establishing recycling programs and capabilities, particularly in areas with little access to recycling
- Incorporating recycling advocacy and education as part of America Recycles Day November 15
- Research ways to incorporate more recycling education and efforts into existing KOB programs
- Facilitate relationship with Replenish and manage recycling drop-offs from Lend-A-Bin participants, community members, and businesses.

Required Qualifications:

- Ability to be a team player and active support to office colleagues
- Experience with Mac Computers
- Proficient skills with Microsoft Office Suite
- Strong multi-tasking and organizational skills
- Effective communications skills, including verbal, written and presentation skills
- Research experience

Preferred Qualifications:

- Bachelor's Degree or experience in job-related field
- Experience in program management/coordination
- Curriculum development
- Nonprofit experience
- Proficient skills using Canva
- Social Media management experience

The application deadline for this opening is March 31, 2025. Interested persons can email their resume and cover letter to beverlee@keepoklahomabeautiful.com.