**KEEP OKLAHOMA BEAUTIFUL**

**ADMINISTRATIVE ASSISTANT**

***Job Description***

Job Summary

Full-time salaried employee to serve as **Administrative Assistant** to the Executive Director. This role is responsible for supporting the Executive Director by providing administrative support, and external and internal communications including correspondence, social media, and event-related needs.

Job Responsibilities

* Serve as the liaison to statewide affiliates, including communications, membership lists and contact information.
* Answer telephones and manage ingoing and outgoing mail.
* Produce paper and electronic correspondence, including letters, newsletters, meeting minutes, presentations, and other documents with professional formatting and appearance.
* Complete donor acknowledgment letters and manage the acknowledgment process.
* Assist with grant submission and tracking.
* Participate with staff in Great American Cleanup and other campaigns, assisting with warehouse duties, packing supplies, field volunteer activities, litter cleanups and outdoor beautification projects.
* Maintain and update, records, manuals, spreadsheets, databases, and reports as assigned, ensuring accuracy and completeness of the information.
* Manage all mailing projects, such as invitations, thank you cards, holiday cards, year-end letters, sponsorship letters and others, including bulk mail preparation and event RSVP.
* Assist with website, newsletter and social media content and posting.
* Assist with planning, supporting and preparing for board meetings.
* Assist in the planning, logistics and execution of fundraising events, ensuring a high level of donor experience and engagement.
* Maintain shared office calendars, schedules, zoom scheduling and sends notices for meetings.
* Assist Executive Director with communications to industry partners and affiliates.
* Maintain office supplies needs for staff.
* Occasional in-state travel and over-night stays.

Skills

* Excellent coordination and organizational skills, with ability to be proactive.
* Knowledge of general office bookkeeping and procedures.
* Excellent written and spoken communication and administrative skills with personable telephone manner.
* A self-starter and multi-tasker with exceptional organizational skills.
* Knowledge and experience with software platforms, including MacOS, Google Workspace, Outlook, Microsoft Word and Excel. Experience with website and mass mailing software a plus.
* Possess high level of diplomacy, friendliness, and a desire to be helpful.
* Have working knowledge of social media platforms including Facebook, Twitter and Instagram and experience in or ability to learn social media scheduling.
* Willing to work independently and as part of a team.

Education

Degree or the equivalent of 4-yr combination of higher education and/or relevant office experience.

Experience

Minimum of 3 years of office management and/or administrative assistant position, preferably in a nonprofit or service industry.

Certificates, Licenses & Registrations

Must maintain a valid driver's license, reliable transportation, and auto liability insurance.

Work Environment

This job is office-based with occasional work-from-home capabilities. Will require minimal travel.

What we offer

A collaborative team environment in a small office setting, Monday through Friday, 8:30am-4:30pm, healthcare benefits and paid time off after 3-month introductory period. May consider part-time Monday through Friday, no benefits at an hourly rate.

Our Mission

We empower Oklahoma citizens to preserve and enhance the state's natural beauty and ensure a healthy, sustainable environment.

To Apply

Send a cover letter and resume to [jobs@keepoklahomabeautiful.com](mailto:jobs@keepoklahomabeautiful.com).