



## Marketing & Outreach Coordinator Job Description

OKC Beautiful is an environmental nonprofit organization dedicated to creating a more sustainable and beautiful Oklahoma City. This mission is fulfilled through a variety of education and community development programs, including school gardens, tree planting and preservation efforts, sustainability education, litter abatement, and more.

The Marketing & Outreach Coordinator is a full-time position, reporting to the Executive Director. They are responsible for all marketing and communications efforts of the organization, including social media management, graphic design, website management, press relationships, email communications, and more. This role also coordinates community events and programming, including monthly Sustainability Social Hours and Grow OKC classes, as well as large-scale fundraising and outreach efforts such as Earth Fest, Fall Harvest Fest, and the Distinguished Service Awards. The Marketing & Outreach Coordinator also provides office management support, including donation processing, billing, and other administrative tasks.

### We are looking for a team member who...

- Loves nature and the community
- Can work in a fast-paced environment and is flexible
- Is organized and can manage multiple projects and events simultaneously
- Has a positive attitude and loves working with and meeting new people
- Is creative and has an eye for detail

### Job Responsibilities:

- Manages social media, including content creation and engagement on Instagram, Facebook, X/Twitter, and LinkedIn.
- Manages marketing and communications, including writing press releases, designing email campaigns, updating the website, graphic design, development of outreach materials, etc.
- Leads outreach efforts, including event organization, outreach programming, and tabling at events.
- Coordinates monthly Sustainability Social Hour events, including booking locations, securing guest speakers, and implementing events.
- Coordinates monthly Grow OKC classes, including booking locations, securing class instructors, organizing supplies and education materials, and planning events. (Examples of past classes include backyard composting, sustainable landscaping, foraged wreath making, etc.)
- Coordinates annual large-scale fundraising and outreach events, including Earth Fest, Distinguished Service Awards Luncheon, and Fall Harvest Fest.
- Collaborates with the Education Director on communication of and implementation of youth education efforts. To include organizing community and fundraising events at school garden sites.
- Collaborates with the Program Coordinator on communication of, planning, and implementation of volunteer outreach and events.
- Manages office administration tasks such as payment processing, invoicing, and donor and financial database platforms using Panorama and Quickbooks.
- Other duties as assigned.

**Preferred Skill Sets:**

- Social media management
- Graphic design
- Event management
- Organizational and planning skills
- Community Engagement
- Program management
- Financial processes and experience with Quickbooks

**Other Requirements:**

- Ability to bend, kneel, and lift up to 50 pounds
- Ability to work in outdoor conditions year-round
- Reliable transportation and valid drivers license
- Must be able to pass criminal background check

**Details:**

- Salary: \$42,500 - \$45,000, based on experience.
- Benefits: Medical, Dental, Up to 3% Retirement Match, 35 days off for Paid Leave and Federal Holidays
- Duration: Year round, non-exempt position
- Location: Position reports to the OKC Beautiful offices at 3535 N Classen Boulevard.
- Reports to the Executive Director.

**An idea of your work routine:**

- On a daily basis, facilitates marketing, social media, and outreach efforts.
- On a daily basis, provides administrative support to staff, including answering phone calls and general inquiries, processing payments, and paying bills.
- On a monthly basis, coordinates **ONE** Grow OKC class and **ONE** Sustainability Social Hour.
- On an annual basis, coordinates large-scale events, including the Distinguished Service Awards (March), Earth Fest (April), and Fall Harvest Fest (October). Also helps coordinate smaller-scale public events at school gardens, volunteer appreciation events, etc.