

First Steps Pilot Coordinator Job Description

Summary

Reporting to the Programs and Development manager, the First Steps Pilot Coordinator facilitates the implementation of a pilot for a new program at The Sustainability Alliance focused on improving the ability of small organizations to improve their triple bottom line (people, profit, planet) and make sustainable impact attainable. The pilot cohort is specific to faith-based organizations, although small businesses, nonprofits and other organization cohorts will be offered once the official program launches upon pilot completion. This entry-level position will serve as the primary liaison for pilot members who will guide organizations towards tracking, completing, and celebrating their sustainability objectives. The First Steps Pilot Coordinator will be responsible for maintaining timelines, setting expectations, and becoming familiar with members through frequent communication. The best candidates will have a heart-felt approach to the position, and should be articulate, communicative, self-organized and self-motivated. Religious affiliations are not required for this role; however, candidates must be comfortable embracing diverse communities and belief systems.

Position Terms

This is a part-time 1099 contract position to last 6 months to 1 year with an expected contribution of 10 – 15 hours per week. Flexible schedule to meet program needs. Extension of contract based on performance of candidate and success of the pilot. Pay is \$17/hr. Personal computer and access to internet are required to perform duties related to this role. If you do not meet this requirement, please note this in your application submission. This position is primarily officed remotely, but applicants should reside within an accessible radius of the Tulsa Metro Area. Local travel expected to visit pilot members sites and Sustainability Alliance events.

Details

- Based in Tulsa, Oklahoma
- For more information on The Sustainability Alliance programs visit us at thesustainabilityalliance.org
- Deadline for submission is February 6th, 2023

About Applying

Not all applicants will have skills that match a job description exactly. The Sustainability Alliance values diverse or alternative experiences, and we encourage everyone who sees themselves as a valuable candidate for this role to apply. If your career path is just beginning or has not followed a traditional course, do not let that stop you from considering this opportunity. We maintain a holistic approach to hiring and welcome your full authentic self to find a work home with us. The Sustainability Alliance is an equal opportunity employer.

To apply for this position, please send the following items to the Programs and Development Manager, Morgan Fehrle, morgan@thesustainabilityalliance.org with the subject line, “[First Name Last Name] Application for First Steps Pilot Coordinator”:

- Resume
- Cover letter
- Contact details of 1-3 professional references
- Social media handle(s), if applicable
- Optional: 30 second video highlighting your interest in this role

Responsibilities

- Develops and manages relationships with prospective and current members
- Supports member onboarding and completion the program
- Utilizes and maintains an online portal to input and track response data
- Encourages members to participate in other programs at The Sustainability Alliance
- Encourages member participation within The Sustainability Alliances events and within the sustainability community at-large
- Performs weekly check-ins with members to support their progress; assist with microgrant and response submissions; build meaningful relationships with them and their communities; and gather information about their success or pain-points with their experience in the pilot program
- Produces weekly reports on contact engagement and participation
- Delivers final report with recommendations upon pilot program completion

Qualifications

- BA degree preferred in a related field
- Experience with diverse communities and multicultural groups desired
- Proven passion for sustainability, helping others, and building professional relationships
- Comfortable with outreach and conducting persistent communications with members and staff
- Outstanding verbal and written communication skills
- Excellent time management and organizational skills
- Ability to work as part of a team and independently
- Has a prominent level of self-motivation