



## **Position: Administration and Events Coordinator**

*Cincinnati is beautiful. We are committed to keeping it that way. KCB's education, revitalization, and environmental initiatives build community and foster pride in the places where we live, work, and play. Our grassroots network of neighbors, sponsors, and volunteers put passion to work across all 52 neighborhoods, creating safer, cleaner spaces and a higher quality of life for all Cincinnatians.*

Keep Cincinnati Beautiful is seeking an Administration and Events Coordinator. The Administration and Events Coordinator is responsible for administrative tasks and organizing fundraising events across program areas, enabling program staff to focus on mission objectives. The Administration and Events Coordinator will report directly to, and work closely, with the Executive Director. The position is 32-hours with full-time benefits including paid sick days and vacation, health, dental, life insurance, and retirement. The salary range is \$27,000-\$32,000 and commensurate with experience.

### **Essential Duties and Responsibilities:**

- **(40%)** Plan and organize fundraising events.
  - Coordinate large annual events hosted by Keep Cincinnati Beautiful including Earth Day OTR, Community Breakfast, Cincy Block Party, and Love Thy 'Nati.
  - Support smaller fundraisers with outside partners (Charitable Suds, Bunbury, Kendra Gives Back, etc.)
  - Assist the Development Manager with fundraising tasks (mailings, tabling, etc.).
- **(40%)** Administer community resource programs.
  - Complete processes related to Safe and Clean Neighborhood Fund, Private Lot Abatement Program, and Help A Lot.
  - Provide leadership at large-scale community & corporate volunteer events.
- **(20%)** Oversee office administrative tasks.
  - Manage transactional HR, office orders, onboarding staff, assisting the bookkeeper, and answering the main telephone line.

### **Knowledge, Skills, and Abilities:**

- Works well on a team and collaborates well with others
- Proficient in Microsoft Suite (especially Excel) and Google Suite
- Detail-oriented
- Self-motivated
- Organized
- Ability to communicate with people of diverse backgrounds
- Enjoys working outside and with community volunteers

### **Other Requirements:**

- Reliable transportation and valid driver's license

### **To Apply:**

- Please attach your Cover Letter and Resume (PDF format for both) to an email to [jonathan@keepcincinnatibeautiful.org](mailto:jonathan@keepcincinnatibeautiful.org) with subject line: Administration and Events Coordinator Application "YOUR NAME"