

Program Associate

Position Summary

The Program Associate (PA) assists with the administration and promotion of Keep Nebraska Beautiful (KNB) programming and events. The PA must be able to work during normal business hours, but can occasionally work from home, provided they have a quiet space from which to make calls.

Program Associate Duties & Responsibilities

- Make outgoing calls to industry and recycling concerns across the state to encourage utilization of the Materials Exchange Program, and update info of existing participants
- Work with the Program Manager to ensure consistency in meeting program and participant goals, by researching new markets, and creative solutions that help participants match their material needs
- Assist with the promotion of KNB programming and events through the creation and maintenance of social media posts including Facebook, Instagram, and Twitter
- Assist with the maintenance and organization of paperwork to produce timely, quarterly grant reports
- Assist with the production and promotion of yearly fundraising, and educational events

Education, Skills and Experience

- Must be 18 years or older
- Self-motivated
- Proven relationship building and communication/customer service skills
- Data collection/reporting experience preferred
- Social Media Marketing experience preferred
- Creativity and good writing skills
- High school diploma or GED minimum

Compensation and Hours

- The position is full time, 40 hours a week, to be served between 8:00am and 5:00pm, Monday - Friday, but with flexibility to work some of that time on evenings, weekends, and from home when approved
- Scheduling will largely be self-directed, but will need to be posted a week in advance and include an office/home breakdown
- Starting compensation \$16.50 per hour with flexibility for experience
- 13 paid vacation/sick days to start, with 2 additional days accrued annually, and 8 paid Holidays
- \$250 monthly health insurance stipend
- \$300 monthly retirement contribution

Please send resume to info@knb.org