



Job Title: Administrative Coordinator

Company: Keep Iowa Beautiful

Location: West Des Moines (Remote and in-person work)

Job Type: Part-time, Hourly (15-20 hrs/week)

Reporting to: Associate Director

About Keep Iowa Beautiful: [Keep Iowa Beautiful](#) is a nonprofit organization committed to improving the beauty and vitality of communities across the state of Iowa. It was established in 2000 by former Governor Robert D. Ray and Casey's founder Donald F. Lamberti. Our [programs](#) include Hometown Pride (a community betterment program implemented in 100+ towns), Pick-Up Iowa and Paint Iowa Beautiful.

Our Culture: We offer a supportive and flexible work environment. Our small team is passionate about making a positive impact on the communities we serve. All employees work a hybrid schedule that combines remote and in-office work.

Job Summary: We are seeking an individual to provide administrative support for our programs and administrative assistance to the Executive Director. This role is ideal for someone who is highly organized, has strong communication skills, and enjoys working with a variety of stakeholders.

Responsibilities:

- Provide administrative support for key programs, including: Paint Iowa Beautiful, Photo Contest, Pick-Up Iowa, Annual Awards/Scholarships and Hometown Pride
 - Tasks include opening online applications, creating forms, communicating with applicants, organizing judging process for awards/grants (gather materials, tally results), scheduling meetings, mailing checks, and other duties as assigned.
- Serve as the entry point for the organization by managing calls and email inquiries
- Prepare materials for quarterly board meetings (with direction from Executive Director); assist with scheduling board meetings and committee meetings
- Assist Executive Director with correspondence management, including scheduling fundraising meetings and creating an organized system to track follow-ups.
- Assist in coordinating the Annual Golf Tournament Fundraiser. This includes tasks such as: managing an online auction platform, communicating with volunteers and vendors, gathering/organizing materials, and scheduling meetings.
- Compile materials to submit to the accountant (including invoices, receipts and reimbursement requests) and track fundraising pledges.

Qualifications:

- High school diploma or equivalent (Associate or Bachelor's degree preferred).
- 1+ years of experience in an administrative role; 3+ years preferred
- Strong computer skills
 - Must be comfortable using Microsoft Word, Excel, and Outlook;
 - Must be able to complete standard tasks such as creating a word document or spreadsheet, creating a pdf, sending emails with attachments, creating outlook calendar invites, and doing web searches;
 - Must be willing/able to learn to use new software, including our mobile auction platform and website editor.
- Excellent communication skills, both written and verbal
- Strong organizational and time management skills
- Ability to provide friendly and prompt "customer service" to wide variety of stakeholders
- Ability to problem solve and work independently

Salary:

The position will be paid hourly at between \$25-30/hour, depending on experience. PTO offered.

Hours:

The base schedule is 15 hours per week, with the option to do up to 20 hours during busier times of the year.

Employee will be expected to set and keep a fixed schedule 3-4 days per week, during standard business hours. Work time will be a combination of in-person and remote work.

Application Process:

Interested candidates should submit a resume and brief cover letter (no more than 1 page) highlighting relevant experience and interest. Submit to LDitzler@keepiowabeautiful.com. Please put "Administrative Coordinator" in the subject line. Position open until filled.

Questions can be directed to Lorin Ditzler at 515-398-0772 or LDitzler@keepiowabeautiful.com

Keep Iowa Beautiful is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.