



Keep Louisiana Beautiful Administrative and Program Assistant

Keep Louisiana Beautiful (KLB) is looking for a highly motivated individual to play a pivotal role in improving the quality of life in communities throughout Louisiana. KLB is a non-profit organization that brings people together to build and sustain vibrant, clean communities. Through our programs and a statewide network of affiliate organizations and partners, we provide the tools and resources to help prevent litter, reduce waste, increase recycling, and protect the natural beauty of our communities. KLB provides training, professional development, grant funding, program resources, environmental education and public awareness campaigns.

POSITION SUMMARY

The Administrative and Program Assistant's primary responsibility is to provide effective administrative and organizational support to the executive, grants and program departments of Keep Louisiana Beautiful. This is a part-time position. Work performed with minimal supervision. The office is located in Mandeville, Louisiana. Submit cover letter, salary requirement and resume to srussell@keeplouisianabeautiful.org. No phone calls accepted.

ADMINISTRATIVE FUNCTIONS

- Facilitate office communications including, but not limited, to voice calls, virtual meetings, emails, and written correspondence.
- Provide administrative support to the Executive Director and Affiliate and Grants Manager.
- Coordinate organizational wide calendars, facilitate appointments, and secure meeting space.
- Provide support as directed for events and programs.
- Manage constituent electronic lists.
- Attend meetings, take minutes, and distribute as directed.
- Prepare documents, written communications, and reports.
- Keep accurate records of programs as directed.
- Facilitate travel and accommodation arrangements as directed.
- Maintain strict confidentiality of all organization information.

EDUCATION, EXPERIENCE AND SKILLS

- Two (2) year degree or relevant experience required.
- Demonstrated experience with managing logistics, activities, meetings and events.
- Proficient in Microsoft Office.
- Excellent organizational, interpersonal, and administrative experience.
- Excellent written and oral communication skills.
- Good problem solving skills.
- Highly motivated, self-starter with exceptional organizational skills.
- Works well independently or as part of a team in a fast-paced environment.