



## Community Programs Coordinator Job Description

### **General Description:**

The Community Programs Coordinator assists the Community Programs Director in implementing HC3's community programs including waste reduction, local food production and water conservation. This full-time position reports to the Community Programs Director.

### **Application Process:**

Submit cover letter and résumé to Jessie Burley at [jessie@highcountryconservation.org](mailto:jessie@highcountryconservation.org) by Friday, October 13. Applicants are strongly encouraged to apply in advance of the deadline. No phone calls. Start date will be in early November.

### **Job Duties and Responsibilities:**

- Execute recycling and composting programs, including Composting in the Schools, food scrap recycling program, SCRAP tours and business/residential education initiatives.
- Administer community garden and Summit CSA programs.
- Coordinate HC3's K12 education programs, including Energy Explorers, Water Warriors and Waste Wardens.
- Coordinate HC3's fundraising and zero waste events, including managing volunteers and executing events that achieve fundraising goals.
- Assist Community Programs Director with water conservation program.
- Provide marketing and outreach for community programs.

### **Qualifications:**

- Bachelor's degree required, preferably in an environmentally-related field.
- Experience in environmental education, nonprofit work, and/or background in recycling and resource conservation strongly desired.
- Other important qualifications include volunteer coordination experience, public speaking, strong writing skills, and knowledge of Microsoft Office programs (Word, Publisher, PowerPoint, Excel, etc.) with aptitude to learn Sales Force database platform and design programs.
- Must be able to multi-task and complete projects in a timely manner. Website editing and database experience a plus. Ability to work without supervision is a must.

### **Position Information and Benefits:**

This position is 40 hours per week, Monday through Friday (9am-5pm) with some weekend and evening events required. Must have the ability to work both weekdays and weekends, including some evenings. Approximately six weekend events are required throughout the year. Reliable transportation is required. The position includes health insurance, paid-time off, long-term disability insurance and retirement benefits. Position includes opportunities for growth, with a minimum two-year commitment expected.