



Climate Programs Coordinator Job Description

Organization Overview

The High Country Conservation Center (HC3) is a community non-profit organization that promotes resource conservation in Summit County, Colorado. Our vision is to create a healthy planet through local action. Programs include recycling and composting, climate action, energy and water conservation, and sustainable food production. HC3 engages residents, visitors and businesses in protecting our local environment.

General Description of Duties

The Climate Programs Coordinator position assists with HC3's Climate, Energy and Business programs. The Coordinator will assist the Climate Action Director and Energy Operations Manager in executing the Energy Smart residential and Resource Wise business programs. The Coordinator will also help implement HC3's indoor water audit program as well as K-12 school education programs. This position reports to the Climate Action Director.

Application Process

Send cover letter and résumé to Jess Hoover at jess@highcountryconservation.org by Sunday, March 8th at 5pm. No phone calls.

Qualifications

Required Education

- Bachelor's degree, preferably with major/minor in environmental field.

Skills and Attributes

- At least two years of experience in environmental education, nonprofit work, and/or background in resource conservation is strongly desired.
- Strong interest in environmental stewardship, conservation and sustainability a must.
- Experience working in office and customer service relations.
- Strong basic math skills and aptitude for learning and understanding energy efficiency and green building technical concepts.
- Ability to multi-task and complete projects in a timely manner.
- Strong computer skills required, especially Word and Excel. Database experience a plus.
- Excellent interpersonal and written skills.
- Reliable transportation and clean driving record are required.

Job Duties and Responsibilities

Energy Smart Colorado Residential Program (25%)

- Assist with the execution of the Energy Smart program, which provides energy audits, energy advising, contractor referrals and rebates to Summit County homeowners.
- Maintain tracking processes for energy audits and energy improvements as well as rebate budgets and supplies. Provide reporting to Climate Action Director and Energy Operations Manager.
- Follow up with and field questions from homeowners.
- Assist in the development of Energy Smart workshops and coordinate workshop logistics – invitations, speakers, locations, etc.
- Assist with Energy Smart marketing, including hanging door hangers or flyers.

Resource Wise Sustainable Business Program (40%)

- Coordinate Resource Wise Sustainable Business Program. This program works with local businesses on ways to become more sustainable through a certification process.
- Guide businesses through all steps of the certification process, including recruitment, assessments, follow-up and coaching.
- Plan and execute business workshops and recognition events, including room reservations, snacks, event outreach, etc.
- With support from Climate Action Director and Marketing Manager, create marketing materials to recognize certified businesses.
- Complete special projects as assigned (e.g. recycling outreach tasks developed in partnership between Climate Action Director and Community Programs Director).

Climate Action Programs (10%)

- Support implementation of the Climate Action Plan through assisting Climate Action Director with committee meetings and projects.

Water Conservation Programs (10%)

- Assist with implementation of water technical assistance programs, including indoor residential water audits.

K-12 Education Programs (10%)

- Support Community Programs Coordinator in teaching K-12 students in our Energy Explorers, Water Warriors and Rocky's Recyclers classes.
- Assist Community Programs Coordinator with program evaluation, curriculum development and lesson plan flow annually.

Fundraising and Events (5%)

- Support HC3 fundraisers and events, including Party for the Planet, Frisco BBQ, and Keystone Bluegrass and Beer

Position Information and Benefits

The position is full-time, year-round with the following benefits: health insurance, long-term disability insurance, IRA match and paid time off. Typical schedule is Monday through Friday, 9am-5pm with some weekends and evening events required. Starting pay is \$18-\$21/hour dependent upon experience.