



Latin Community Outreach Coordinator Part-Time, Project-Based Position

Organization Overview

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

General Description of Duties

The Coordinator's goal is to improve recycling access for Latin and Spanish-speaking residents, so that future generations can experience the benefits of resource conservation. To achieve this goal, the Coordinator will learn about HC3's current recycling programs and goals, and develop a project plan of activities to be undertaken by the Coordinator during the course of the project. The project and plan shall include but is not limited to the following tasks:

- Identifying recycling information, advertisements and guides that need translation. The Coordinator will work with HC3's marketing team to advise on translated materials.
- Pursuing partnership opportunities with at least 3 community organizations with existing relationships to Latin community.
- Exploring and facilitating direct outreach methods focused on Latin residents (Facebook, door hangers, flyers, etc.).
- Coordinating with the community and the HC3 marketing team to develop testimonials from individuals who champion and/or are learning more about waste diversion.
- Sharing project updates with community leaders.

HC3 staff will provide support for the Coordinator throughout the duration of the project. Although this is a part-time, project-based position, we anticipate future work opportunities with HC3 to continue the overall goal of the project.

Position Information

This is a part-time, project-based position to end by November 17, 2023. The Coordinator is an independent contractor (not an HC3 employee) and is not eligible for benefits.

- The Coordinator will be paid \$5,000 for completion of the project and is responsible for submitting monthly invoices based on tasks completed each month.
- Hours are flexible, with roughly 500 hours required to complete the project.
- The Coordinator will represent HC3 with professionalism and respect for the community.



Qualifications

- Strong verbal and written communication skills in both English and Spanish
- Must be able to create and execute project plans by deadlines
- Strong interest in environmental stewardship, conservation, and sustainability
- Detail-oriented with the ability to multi-task and work independently and efficiently
- Must be able to stand for prolonged periods
- Reliable transportation is required
- Access to a computer with Microsoft Office is required

Application Process

Send a cover letter, résumé and scheduling preferences to Allie Flynn at allie@highcountryconservation.org. Questions may also be directed to Allie. The position is open until filled.