



## Office and Program Coordinator Job Description

### **Organization Overview**

The High Country Conservation Center (HC3) is a community non-profit organization with a mission to promote practical solutions for resource conservation and waste reduction 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 our local environment.

### **General Description of Duties**

The Office and Program Coordinator position oversees office administrative functions and program support for HC3. The Office and Program Coordinator will perform administrative tasks, including bookkeeping, corresponding with clients, and answering phone calls. This position also coordinates water conservation programs, co-leads K12 education programs, provides event support and performs other duties as assigned to support HC3 needs.

### **Application Process**

Send cover letter and résumé to Heather Allen at [heather@highcountryconservation.org](mailto:heather@highcountryconservation.org) **by Sunday, May 25, 2025 at 5pm**. Qualified applicants are strongly encouraged to apply prior to the deadline. No phone calls.

### **Qualifications**

#### **Education**

- Bachelor's degree preferred.

#### **Skills and Attributes**

- Passion for environmental stewardship and Summit County community.
- Ability to understand bookkeeping and budgeting.
- Detail-oriented with ability to multi-task and complete projects by deadlines.
- Strong computer skills required, including aptitude to learn new computers programs with ability to manage data in Sales Force database.
- Excellent interpersonal and written skills.
- Valid driver's license, reliable transportation and clean driving record.

### **Job Duties and Responsibilities**

**Admin/Organization Support (~30%)**

- Performs administrative support for organization. Responsibilities include answering phone calls, responding to customer emails, making meeting and event arrangements, and completing administrative tasks such as buying office supplies.
- Assists external bookkeeper and program managers with bookkeeping in Quickbooks.
- Prints checks and tracks expenses/income against budget.
- Reconciles monthly credit card statements, health insurance statements, and bank deposits.
- Work directly with Executive Director on special projects.

**Water Conservation Program Support (~40%)**

- Coordinate HC3's Water Smart rebate program for irrigation assessments, turf replacement and efficiency upgrades. This also includes HOA (homeowner association) outreach and consultation, developing case studies showing local water conservation successes, and compiling/sharing program results for funders.
- Organize and oversee two annual workshops for landscape and irrigation professionals.
- Attend and support Programs Team on executing public-facing water conservation events.
- Other Water Conservation duties as needed.
- **Other Programs (~20%)**
- Coordinate scheduling, teaching and program evaluation for Water Warriors K12 classes. Co-teach all other K12 classes including energy, recycling, composting, small group and summer camp offerings.
- Sustainable Food: Coordinate annual farm-share and garden plot sales each spring. Support Programs Team through monthly budget tracking and contractor invoicing.
- Zero Waste: Attend and support Programs Team on executing annual events such as the compost giveaway and hard-to-recycle event.

**Fundraising and Events (approximately 10%)**

- Support HC3 fundraisers and events, including coordinating silent auction for Party for the Planet, HC3's largest annual fundraiser.
- Work with the marketing and fundraising coordinator to track individual donations.

**Position Information and Benefits**

The position is 40 hours/week, full-time-year-round. The typical schedule is Monday-Friday, 9am-5pm with some evenings and occasional weekend work required. Work location includes four days/week in Frisco office and one day/week worked at home. Some work throughout the Summit County community is also required. Hiring wage range is \$21/hour to \$25/hour dependent upon experience. Additional compensation available for bilingual Spanish/English speakers.

Benefits include health, dental and vision insurance, long-term disability insurance, IRA match, and paid time off. The position offers opportunities for professional growth within the organization.