



Position Title: Latino Community Outreach Coordinator

Work Schedule: Two part-time positions from approximately April 2021 until approximately September 2021. Requires flexibility for occasional evenings and weekends. Hours will fluctuate based on meeting schedules, progress towards goals and events, typically 5-10 hours per week average.

About Us:

The Park City Conservation Association dba Recycle Utah is a nonprofit, 501(c)(3) organization that has served residents of Summit County since 1991. We are committed to reducing waste and preventing ground water pollution in our community. We do so by offering a variety of collection programs, education programs, workshops, and events.

About the Position:

We seek to hire two local community members as Outreach Coordinators to implement an impactful program that provides:

- Surveys to identify barriers and opportunities to improved sustainability.
- Strategic incentives for participation.
- Education on improved behavior change and how to become stewards of the environment.
- Points of accountability and incentives for behavior change.

The Outreach Coordinators will offer inclusive educational support with strategic and thoughtful incentives that ensure participation and reflect sensitivity to the various impacts that the COVID-19 pandemic has had on our entire community. We will move toward improved and measurable environmental impact together.

Recycle Utah's intention is to deepen our ability to better serve Park City's Latino community, resulting in meaningful relationships that empower, educate and uplift families and individuals as they work to improve their environmental impact.

Responsibilities:

Survey Work – The Outreach Coordinators will survey the Park City Latino Community via in person canvassing, digital methods or events to learn about current sustainable habits and areas for growth.

Analyze Results – Work collaboratively with Recycle Utah Development Director and Education Director to analyze results, make recommendations and implement improved sustainability efforts in the Latino Community in Park City.

Implementation – Implement and educate other Latino community members on behavior change and how to become stewards of the environment given results from survey.

Collaboration – Work collaboratively with staff, key stakeholders and the Latino community to build relationships and trust to ensure Recycle Utah is seen as a valuable community resource.

Qualifications:

We welcome candidates who are new in their career path and motivated to take on new opportunities. This position could also function as a paid intern for a student currently in school. Ideally, we prefer candidates with the following qualifications:

- Excellent verbal communication and writing skills

- Ability to speak both Spanish and English, with translation abilities preferred
- Strong project management skills with the ability to track multiple deadlines and deliverables at one time
- Basic understanding of the Park City community, Latino community and sustainability
- Thorough working knowledge of MS Office (Word, Excel, PowerPoint and Outlook)
- Ability to sit or stand for extended periods of time
- Ability to work a flexible schedule, including nights and weekends on occasion

Compensation: DOE; this position does not qualify for benefits or paid time off.

How to Apply: Interested applicants can send a cover letter and resume to Eric Moldenhauer at outreach@recycleutah.org

The Park City Conservation Association dba Recycle Utah is an Equal Opportunity Employer. It is the policy of Recycle Utah, from recruitment through employment and promotion, to provide equal opportunity at all time without regard to disability which can be reasonably accommodated, age, race, color, religion, gender, national origin, sexual orientation, or any other protected classification.