

## Latin Community Outreach Coordinator

### 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 is responsible for assisting the Community Programs Team in the preparation and execution of Waste Diversion education and events, with a special focus on Latin and Spanish-speaking residents. This can include but is not limited to:

- Increasing involvement in recycling programs by Latin residents
- Identifying recycling information and guides that need translation, and working with translator to update materials
- Engaging with at least 3 community organizations with relationships to Latin community
- Exploring direct outreach methods focused on Latin residents (Facebook, door hangers, flyers, etc.)
- Serving as a significant public face of HC3, relating with volunteers, elected officials, business owners, and community leaders
- Supporting additional events and programs that improve local recycling
- Optional Zero Waste event support
  - Annual Hard to Recycle Event – May 21<sup>st</sup>
  - Frisco BBQ Challenge – June 16<sup>th</sup>-18<sup>th</sup>
  - Keystone Bluegrass & Beer – August 6<sup>th</sup> & 7<sup>th</sup>

### Position Information

- Interns are hourly contractors (not HC3 employees) and are not eligible for benefits
- 200 hours distributed as needed across May through September
- \$17-\$25/hour
- Interns will represent HC3's programs with professionalism

### Qualifications

- Must speak both English and Spanish fluently
- 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

**Applications due May 2**

Send a cover letter, résumé and scheduling preferences to Allie Flynn at [allie@highcountryconservation.org](mailto:allie@highcountryconservation.org) by May 2<sup>nd</sup>.