



**Job title:** Volunteer and Communications Coordinator

**Reports to:** Executive Director

**Part-Time:** 10 hours/week, flexible schedule, work primarily from home

**Location:** Greater Salt Lake City/Wasatch Front

**Compensation:** \$10 per hour

**Job Description:** Join Utah Recycling Alliance and be a catalyst for Zero Waste! We are currently seeking a Volunteer and Communications Coordinator to join our team and promote reuse, recycling, and resource conservation throughout Utah. The successful candidate will work closely with the Executive Director and be responsible for the marketing and promotion of all URA related programs and events as well as training and supporting URA's volunteers.

**Specific tasks will include, but are not limited to:**

- Promotion: Lead the social media presence for URA on Facebook, Instagram, and Twitter; create and distribute URA's monthly email newsletter; maintain relevant and current information on URA's website; and, promote URA programs to target audiences/organizations through both online and in-person opportunities
- Communications: Ensure clear communication about URA programs and events to communities throughout Utah
- URA Publications: Collaborate on messaging and development of event and program specific materials, including posters, signage, brochures, and toolkits
- Volunteer Program: recruit new volunteers; provide regular training and communication for all volunteers; develop and execute a volunteer appreciation plan; and, ensure that URA has a well-informed volunteer presence at outreach opportunities
- Special Events: Assist with event organization and planning, including managing volunteers for all URA programs and events

**Required Skills:**

We are seeking a self-starter with a responsive nature who will maintain communication and work independently to meet agreed-upon deadlines as required by URA's communications plan and program schedule. The successful candidate will have demonstrated:

- Excellent written and verbal communication skills and be comfortable with public speaking

- Volunteer management experience
- Public outreach and social media management experience
- Ability to create and adapt graphic design files for print
- Experience with website development & management; knowing HTML code is a +
- Proficiency with MS Office Suite, email, Internet and social media
- Professional communication, problem solving, and decision-making skills
- A strong interest in sustainability practices
- Knowledge of Utah's environmental community, particularly zero waste practices, waste management, and recycling issues is a +

**Special Requirements:** This job requires the ability to work independently and make decisions based on Utah Recycling Alliance's mission, vision, and policy. Must have strong organizational skills, be able to think and act quickly and professionally under pressure, work within tight deadlines, and be task-oriented in a changing environment.

**Terms of Employment:** This is a part-time, 10 hours per week, at-will position as an employee of Utah Recycling Alliance. URA employees work from home and must be able to provide their own computer and have reliable internet and phone access. Employees are expected to provide their own transportation and while minimal travel is required, URA is a state-wide organization and travel may sometimes be necessary. Work hours are generally flexible although limited nights and weekends are required.

**About Utah Recycling Alliance:** URA is a 501c3 nonprofit organization started in 2011 to empower people, organizations, and communities statewide to create sustainable lifestyles through reuse, recycling, and resource conservation. Establishing and maintaining partnerships with residents, businesses, nonprofits, government agencies, and others is key to fostering these efforts.

We have many exciting programs and events planned for 2019, including Fix-It Clinics, Pop Up! CHaRMs (collection of hard-to-recycle materials), new Zero Waste campaign efforts, tabling opportunities, education and outreach programming, the 9<sup>th</sup> annual Zero Waste Awards, and more.

**HOW TO APPLY:** Send a cover letter explaining your interests and background, resume, and a short (1-2 page) writing sample via email to: Ericka Wells, Executive Director at [director@utahrecyclingalliance.org](mailto:director@utahrecyclingalliance.org)

For more information about our organization visit [www.utahrecyclingalliance.org](http://www.utahrecyclingalliance.org) or [www.facebook.com/UtahRecyclingAlliance/](https://www.facebook.com/UtahRecyclingAlliance/)