

Upper Yampa Water Conservancy District

POSITION TITLE: Community Programs Specialist
FLSA STATUS: Non-Exempt (Part-Time, Year-Round)
DATE: March 2024

SUMMARY OF POSITION:

The Community Programs Specialist will be responsible for administering UYWCD grant programs and assist with planning and implementation of community outreach events including, but not limited to, field trips at UYWCD facilities, participation in various community events, and the [Yampa Youth Water Festival](#). The ideal candidate will become familiar with the water management role UYWCD plays in the Yampa River Basin and assist in organizational messaging through community engagement and digital communications. The position will gain experience in grant administration, event planning and communications management as well as developing communications skills to foster community engagement for all ages.

ESSENTIAL FUNCTIONS:

- Administer UYWCD grant programs including pre-application screening, application review, contract assignment, and report monitoring.
- Assist with event planning and coordination for community events in which UYWCD participates.
- Assist with event implementation, including set up, participation, and take-down. Some events may occur outside of traditional business hours. Attendance will be required for evening and weekend events. A flexible schedule may be adjusted accordingly.
- Assist with newsletters, social media posts, and content development for organizational messaging.
- Assist with planning and coordination for the Yampa Youth Water Festival, including collaboration with presenters and communications with personnel from school districts across Routt and Moffatt County
- Work flexible hours, including evenings and weekends, and at times over 8 hours in a day.
- Assist District Staff with internal events including Board of Directors Regular Meetings, and Special Committee Meeting/Events
- Other duties as assigned.

EDUCATION AND EXPERIENCE LEVEL REQUIRED:

- Associate or bachelor's degree in business, marketing, communications, environmental/sustainability studies or other related field.
- Knowledge of Colorado water issues preferred.

LICENSES AND CERTIFICATIONS:

- Valid Colorado Driver's License and transportation

TECHNICAL SKILLS:

- Ability to work in all Microsoft applications and Google Drive.
- Able to communicate effectively with other staff and the public.

WORKING ENVIRONMENT AND PHYSICAL EFFORT:

- Ability to lift up to 50 pounds.

- Indoor and outdoor work, year-round, in all weather conditions. Must be able to work outdoors in heat, direct sun, wind, rain, snow, and cold. Must be able to work in a fast-paced environment.

ORGANIZATIONAL RELATIONSHIPS:

This position reports to the Public Information and External Affairs Manager. All employees of the UYWCD are “at will” employees.

As an employee of the UYWCD, I certify that I have read and understand the importance of my job description. I acknowledge that I will be held accountable to follow these standards.

Employee Name

Employee Signature

Date