

UPPER YAMPA WATER CONSERVANCY DISTRICT

Community Programs Specialist:

The Upper Yampa Water Conservancy District (UYWCD) is seeking a part-time Community Programs Specialist. This position will report directly to the Public Information & External Affairs Manager to assist with administration and promotion of UYWCD grant programs, planning and implementation of community outreach events, and digital communications.

The Community Programs Specialist will have a background in marketing, communications, or environmental studies and will preferably have some knowledge of Colorado water issues. The role requires excellent communication skills to foster community engagement surrounding District activities for all ages. In addition to grant administration and community outreach, the specialist will assist with both internal and external communications, including activity reports and attendance at Board of Director meetings. Other duties as assigned.

This year-round, part-time position will average 15-20 hours per week annually and requires flexible hours as some events may occur on weekends or evenings. Summer/fall event seasons may require more than 20 hours per week, while winter season could allow less than 20 hours per week. Schedules will be adjusted accordingly with manager approval.

The pay range is **\$28.65 – \$35.82** per hour depending on qualifications and experience.

The preferred start date for this position is **April 29, 2024**. A complete job description can be found at: <https://upperyampawater.com/Employment/> and information on the District can be found at: <https://upperyampawater.com>.

Questions regarding the position may be directed to Holly Kirkpatrick, Public Information & External Affairs Manager at: hkirkpatrick@upperyampawater.com. To apply, please send cover letter and resume in PDF format to employment@upperyampawater.com by **March 31, 2024**.

The Upper Yampa Water Conservancy District is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.