



Position Title: Zero Waste Communications Specialist

Work Schedule: Part-time position from approximately April 2020 until approximately April 2022. Requires flexibility for occasional evenings and weekends. Hours will fluctuate based on meeting schedules, progress towards goals and events, typically 5-15 hours per week average. Ideal candidate will be able to commit to the entire 2 year cycle.

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:

Park City is committed to Net Zero Carbon Emissions by 2030. We seek a strategy for Zero Waste by 2030 to help meet our comprehensive community carbon reduction goals. Thanks to the support of the Park City Climate Fund, Recycle Utah will be a key component of the Zero Waste goal. Zero Waste will re-evaluate all of Park City's waste streams (residential, commercial and other) to ensure our community's carbon mitigation efforts achieve the biggest climate reductions possible. This position will represent Recycle Utah in these community conversations. This role will be a key strategic component in gathering community support and defining and communicating what Zero Waste means to our community.

About the Path to Zero Waste in Park City:

*timeline below is approximate and will heavily be defined by Park City City Council decisions and pacing.

1.) Definition phase: (1-6 months approximately) Form a Steering Committee to work behind the scenes to rally initial interest and planning. This initiative is purposely small and focused to address barriers and avoid unnecessary resistance before the plan/strategy has been shaped. This group will define what Park City Zero Waste by 2030 means for our community and how we galvanize support & enthusiasm.

2.) Communications Phase: (ongoing) Zero Waste Communications Specialist will develop a strategic, detailed and organized Communications Plan to introduce to the public and grow support.

3.) Government Phase: (6-12 months approximately) The coalition fostered by the Steering Committee during the communication efforts will implore the Park City Government to add Zero Waste by 2030 to a public agenda for council vote. Initiative representatives will be encouraged to attend Council Meeting to show and voice support, following the example set by the "Climate Army". This group was instrumental in elevating "Energy" to its place as one of Park City's four Critical Priorities of Transportation, Energy, Housing and Social Equity.

4.) Planning Phase: (6 months approximately) Begin work on logistics to accomplish Zero Waste goals as defined above. This could include meetings with commercial and residential groups as well as waste haulers, recyclers and government groups.

Responsibilities:

Communications and Outreach – The Zero Waste Communications Specialist is responsible for developing and implementing a strategic and detailed Communications Plan to introduce and define a path to Zero Waste for Park City by 2030. Execution of this plan will utilize media outlets including but not limited to web, social media, print, blog, events, radio, newspaper etc.

Event Planning and Execution – Work in collaboratively with Recycle Utah Development Director and Education Director to execute educational events within a two-year time period as part of the Zero Waste Communications plan.

Government Advocacy/Relations – Bring Zero Waste by 2030 to a public agenda for discussion by Park City Council by mid-2020. Gather supporters to attend Council Meeting to show and voice support. Meet with necessary Park City Municipal staff and Council Members when necessary. Government support on this initiative is crucial.

Collaboration – Work collaboratively with the staff, vendors, community members and supporters to leverage resources, budgets, and time management to produce the best possible community support. Work in partnership with community members, volunteers, Recycle Utah staff, local government and more.

Qualifications:

We welcome candidates who are growing in their career path and motivated to take on new opportunities. Ideally, we prefer candidates with the following qualifications:

- Three to five years of communications experience
- Excellent verbal communication and writing skills
- Strong project management skills with the ability to track multiple deadlines and deliverables at one time
- Understanding of the Park City community, government 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

Compensation: DOE; Does not include benefits or paid time off.

How to Apply: Interested applicants can send a cover letter and resume to Carolyn Wawra at director@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.