**Center for ReSource Conservation, Sustainability Associate**

Founded in 1976, the Center for ReSource Conservation (CRC) is a Boulder-based 501(c) 3 non-profit organization, which puts conservation into action.  Each year, the CRC empowers more than 65,000 individuals to live a more sustainable life through educational programs and services designed to help members of our community turn conservation into action.

We are looking for a Sustainability Associate to fill an integral role on the CRC team. This position will provide programmatic and administrative support across all sustainability programs, with a focus on water conservation. The position will coordinate and provide customer service with a heavy emphasis on scheduling appointments, and assist in a variety of administrative tasks related to all of the sustainability programs including ReNew Our Schools, ReSource, the Garden In A Box retail program, Slow the Flow Indoor and Outdoor audits, and Toilet Upgrades. Through these programs the CRC provides over 5,000 homeowners each year with practical solutions to help them use water more effectively. Additional duties will include acting as administrative support for the CRC’s program director and assisting with other program areas as needed.

The ideal candidate will have a Bachelor’s degree, at least 2 years of professional experience, and prior experience with customer service or retail. Desired skills include excellent phone presence, superior organization and attention to detail, flexibility and willingness to assist others to accomplish shared goals. Other qualifications include:

* Ability to troubleshoot and come up with creative solutions.
* Expert knowledge of Microsoft Word and Excel and ability to quickly learn new skills as needed.
* Excellent writing and communication skills.
* Self motivated and driven; willing to take ownership over a project.
* Excellent time management skills and the ability to multi-task.
* Spanish speaker preferred.

If this sounds like the opportunity for you, please send resume and cover letter to hr@conservationcenter.org . Please include “Sustainability Associate” in the subject line. We look forward to hearing from you!