



Outreach and Education Assistant

The Center for ReSource Conservation (CRC) seeks an outgoing and articulate individual to assist in outreach and education efforts for our water conservation programs. We currently run several innovative programs that educate and assist homeowners in their water conservation efforts, including offering water-wise landscape seminars, free irrigation audits, and low-cost, pre-planned xeric gardens. For more information on the CRC's current water conservation programs, please visit www.ConservationCenter.org

The Outreach and Education Assistant will help with the three projects: general outreach to program partners about CRC water conservation programs and dates; public outreach to drive attendance to WaterWise Landscape Seminar Week and Garden-In-A-Box, and development and presentation of a short water conservation educational lesson to present at Children's Water Festivals. Children's Water Festivals are educational events for 4th and 5th graders run by local cities each may to teach them about water.

Time Commitment:

This project runs from January through May of 2012, and will require 8-16 hours of work per week.

Desired Qualifications:

- Excellent written communication skills
- Strong oral communication skills
- Organized
- Detail oriented
- Some experience working with kids

Management Intern

The Center for ReSource Conservation seeks a management intern to work closely with the Director of the Water Division. The intern will assist the Director of the Water Division with a variety of projects, ranging from researching water issues in Colorado and the West, to conducting market research with regard to innovative water programs and products, to filing and administrative work. Approximately 60% of the work will be research oriented and approximately 40% will be administrative. This internship provides an excellent opportunity to learn about water issues in Colorado as well as nonprofit administration. For more information on the CRC's current water conservation programs, please visit www.ConservationCenter.org

Time Commitment:

This internship is flexible but will run approximately from January through May of 2012, and will require 8-16 hours of work per week.

Desired Qualifications:

- Demonstrated outstanding written communication skills, with the proven ability to summarize complex materials
- Strong organizational and administrative skills with the ability to take initiative and complete projects.
- At least 6 months office work experience
- Basic level of familiarity with water and/or environmental issues
- Marketing experience a significant plus
- Positive attitude and willingness to do administrative work as assigned
- Strong quantitative skills, including familiarity with Microsoft Excel

To Apply to Either Position:

Send your resume and cover letter to Kgardner@conservationcenter.org