

WE'RE HIRING!



JOB TITLE:

Assistant Coordinator/ Community Development Intern

DESCRIPTION:

[The Colorado Plateau Dark Sky Cooperative](#) (CPDSC) in partnership with the [Utah Community Development Office](#) (CDO) is seeking one part-time position. Currently housed within the CDO, the Colorado Plateau Dark Sky Cooperative provides a model for dark sky conservation and leads the way in protecting natural darkness as a precious resource throughout the Colorado Plateau and beyond. This is a dual position with the Utah Community Development Office and the chosen applicant will have the opportunity to support CDO team projects, review small planning grant applications, and produce written guides and resources for rural and transitional communities surrounding the Wasatch Front.

PART TIME:

10 hours/ week minimum, 20 hours max

COMPENSATION:

\$14 an hour

LOCATION:

This position is fully remote with an option to return to the CDO Office in Salt Lake City at a later date.

GENERAL DUTIES:

The Assistant Coordinator will assist the CPDSC Coordinator with projects, initiatives, and activities in support of the Cooperative's five objectives:

- **Coordination & Network Building:** Coordinate efforts, communicate effectively, share resources and information, and provide mutual support to the larger network of dark sky advocates throughout Colorado Plateau region.
- **Outreach & Education:** Assist in the creation, promotion, facilitation, and improvement of the public's understanding of the benefits and implications of night sky conservation.
- **Tools, Guides, & Resources:** Support, create, and share actionable tools, guides, and resources that support landscape scale approaches to dark sky conservation.
- **Support & Technical Assistance:** Provide direct support and technical assistance to build the knowledge and capacity of stakeholders relative to their own dark sky conservation goals and activities.
- **Communications & Design:** Enhance the effective communication of dark sky concepts through the creative use of media and graphic design including printed, crafted, electronic media or presentations.

CPDSC/ CDO POSITION



DESIRED QUALIFICATIONS:

- Demonstrated understanding of dark-sky conservation principles and best practices
- Ability to work independently
- Organized and self-directed
- Strong written and verbal communication
- Eye for design
- Creative and proactive problem solving
- Research and analytical skills
- Comfortable speaking in public, to groups, or via electronic media
- Bachelor's or Master's student in planning, environmental studies, landscape architecture, public administration, geography, or related
- Working knowledge of municipal ordinances & administration
- Rural experience & awareness
- Ability to possibly travel throughout the summer (<15%)
- Software & Programs: *Google Workspace, Adobe Creative Suite/ InDesign, Wordpress, ArcGIS/ AGOL*

EXPECTATIONS:

The selected applicant will be expected to work 10 hours per week minimum with flexible scheduling. This position reports to the Coordinator for the Colorado Plateau Dark Sky Cooperative and will support the work of the Utah Community Development Office based on office need and intern interest. The selected intern is currently expected to work remotely but may be asked to return to the office in Salt Lake City in the future. The internship is anticipated to end in the Spring (April/ May), with a potential extension through the summer and the possibility of continuing based on office needs and intern interest.

The selected intern will also participate in biweekly one-on-one mentoring sessions with CDO staff to enhance their professional development skill-set. A laptop and office space will be provided; a state car provided for any work-related travel.

TO APPLY:

Please submit a cover letter and resume to our **Internship Program Coordinator Jordan Katcher** at jkatcher@utah.gov by **February 15, 2021 COB**

In your cover letter please describe and explain your interest in dark sky conversation and what you hope to gain from this internship. We encourage applicants to read through the Colorado Plateau Dark Sky Cooperative's [2020 Annual Report](#) prior to applying.

For questions about the Colorado Plateau Dark Sky Cooperative or this internship please contact:

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Utah Community Development Office



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