

## **Environmental Assistant**

\$10.00 / hour; Temporary Position (up to 28 hours / week)

James City County General Services seeks an individual to assist with communications and administrative duties related to the recycling program, volunteer coordination, energy management and environmental education. Hours are flexible within the department (Monday - Friday, 8am - 5pm).

### Responsibilities:

- Assist with department communications on curbside recycling via phone, email, social media, press releases, etc...
- Administration of volunteer coordination for the Clean County Commission and Keep James City County Beautiful
- Enter energy usage data into software tracking system
- Perform data entry related to energy conservation work orders
- Education & outreach related to energy efficiency, litter prevention, recycling, and other green initiatives

### Requirements:

- Some experience in communications and public relations preferred (i.e. press releases, social media posts, graphics, website updates)
- Skill in Adobe Acrobat and Microsoft Office with strong Excel skillsets (data entry, spreadsheet configurations and some data analysis)
- Ability to prioritize and organize work with significant attention to detail

**Accepting applications until 11:59pm EST on 07/26/2019. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>**