**Pollution Prevention Outreach Assistant**

**Illinois-Indiana Sea Grant**

**University of Illinois Extension**

Illinois-Indiana Sea Grant (IISG) is seeking an hourly pollution prevention outreach assistant. This position is fully remote, but candidates that are located in the Chicago area with the ability to travel within the Great Lakes region are preferred. Candidates from outside the Great Lakes region will be considered depending on the individual’s experience and skills.

Possible job duties might include:

• Conceptualizing, developing, designing, and maintaining outreach materials about pollution prevention topics (e.g., natural lawn care, microplastics, proper disposal of unwanted medicine, etc.);

• Creating and updating website content;

• Compiling and analyzing survey and focus group data;

• Leading pollution prevention outreach events;

• Working with IISG and University of Illinois Extension staff and partners to identify resource gaps and make resources available to users as appropriate;

• Participating in staff meetings/webinars and administrative tasks as an IISG staff member as necessary.

Required: Bachelor’s degree in a related field; valid driver’s license; experience working with the general public, community stakeholders, community organizations or other related entities; strong writing, social media, organizational, and people skills; ability to work independently.

Preferred: Graphic design and public speaking experience; ability to travel overnight; experience with qualitative data analysis.

Salary is $20/hr. This is a flexible, part-time, hourly position, with the possibility to work up to 28 hours/week. The position is funded until November 30, 2023, with the possibility of continued funding.

Please submit a cover letter, resume or CV, and the names of two professional references as one PDF file to Sarah Zack at szack@illinois.edu. Questions about the position can also be directed to Sarah Zack at szack@illinois.edu; no phone calls please. Applications will be reviewed on a rolling basis, and the deadline to apply is February 17, 2023