Job Title: Administrative/Community Relations Analyst

Position description:

Avalon Business Engineering Services, located in Layton, UT, is seeking a qualified candidate to provide community relations and planning support on a groundwater remediation project. This position is a full-time position working on site at the Department of Veterans Affairs, Salt Lake City, Utah complex. The candidate will assist our client with the regulatory aspects of managing and coordinating public dissemination of remediation information and activities. Responsibilities will include the creation and maintenance of a public contact database; developing regulatory compliant information for website postings and content development for other community outreach tools (newsletter, special reports, etc.); function as liaison with the Public Affairs office to support community advisory committee meetings and facilitate other public meetings/events; create and maintain various status reports and meeting minutes for regulatory and administrative use; manage CERCLA program Administrative Records to include maintaining paper and electronic files and copies, creating/updating index and subfolders as required; maintain project administrative files; assist in maintaining and updating the project schedule and providing other project support as required. In general, this position will provide support to the Remediation Program Management (RPM) Office in managing, planning and executing the administrative and regulatory compliance requirements of a groundwater remediation project. Candidate must be able to multi-task and be a strong team player in a dynamic environment.

Qualifications:

- Bachelor’s degree in an Environmental program
- Strong organizational skills
- Proficient with Microsoft Office products
- Excellent oral and written communication skills
- Public relations/community outreach experience preferred
- Geographic Information System (GIS) software knowledge/experience is a plus

Pay: Competitive compensation will be offer/negotiated based on candidate experience level and capabilities.

How to apply: Email resume to lpeart@avalonbes.com and alalegre@teamavalon.net. Please include Job Title (see above) in subject line.