

TITLE: Mono Lake Committee Intern
SALARY RANGE: \$8.00/hour
STATUS: Non-Exempt, full-time
DURATION: June 1 through Sept. 15 (somewhat flexible for students)
ORGANIZATION: Mono Lake Committee
LOCATION: Lee Vining, California
SUPERVISED BY: Office Director

Five Interns assist with Mono Lake Committee interpretive education programs, staffing the busy Information Center & Bookstore, and working in the Mono Lake Committee office to help carry out smooth and effective work in the areas of education, communication, policy, membership and overall operations. Duties are roughly divided between 30% in the field leading programs, 40% in the Information Center & Bookstore, and 30% working in the office on a variety of projects. Subscribing Mono Lake Committee memberships and renewals is an important part of working in the Information Center & Bookstore. This position is ideal for those wanting to further their interpretive and communication skills and gain experience in environmental non-profit work.

PRIMARY RESPONSIBILITIES:

- Provide interpretive environmental education programs at Mono Lake including guided canoe tours on Mono Lake and walking tours of the South Tufa area.
- Staff the Information Center & Bookstore counter, providing information and answering questions for visitors, and subscribing members for the Mono Lake Committee. Duties on the front counter also include handling retail sales, stocking shelves, and keeping up store appearance.
- Answer phones, fulfill information requests via phone, mail and email, process new Mono Lake Committee memberships, and other office tasks as needed to support successful office operations.
- Other duties as assigned based on skills, interest, initiative and organization needs.

QUALIFICATIONS:

- Strong work ethic, positive attitude, and team player approach.
- Strong communications skills—both written and verbal.
- Desire to learn more about how a successful non-profit operates.
- Ability to be flexible under a changing schedule.
- Desire to interpret natural history and environmental water issues for the public.
- Desire to understand and solve environmental problems from a solution-oriented perspective.
- Ability to quickly understand local natural history and complex California water issues.
- A car is required for work related travel (mileage is reimbursed), and a good driving record is required. Final hiring is contingent on approval of driving record.

GENERAL INFORMATION:

The Mono Lake Committee is a 16,000 member citizens' group dedicated to the permanent protection and restoration of the Mono Basin ecosystem; educating the public about Mono Lake and the impacts on the environment of excessive water use; and promoting cooperative solutions that meet real water needs without transferring environmental problems to other areas.

The local area is comprised of sagebrush steppe, piñon-juniper, and Jeffrey pine forest plant communities, 46,000 acres of Mono Lake, numerous 12,000+ ft. Sierra peaks, and plug-dome volcanoes. The Mono Lake Committee Information Center & Bookstore is in the town of Lee Vining (pop. 400, elev. 6,780'), on the eastern edge of Yosemite National Park near Mono Lake. The town is located adjacent to the Mono Basin National Forest Scenic Area, and the Ansel Adams and Hoover Wilderness areas. Lee Vining is situated along Highway 395, 27 miles north of Mammoth Lakes, California and 110 miles south of Carson City, Nevada.

Intern positions are temporary, lasting from 3–6 months. Interns work 40 hours per week with 2 consecutive days off. Housing is available through the Committee at \$200/month (sorry, no pets). Interns also receive a discount on merchandise from the Information Center & Bookstore, and get the great benefit of living in the Eastern Sierra and working for a successful environmental non-profit. Field orientation and training is provided along with First Aid and CPR certification for those who don't have it.

APPLICATION PROCESS:

Applications will be accepted starting January 1, 2012. To apply, send a cover letter and resume via email to Rosanne Catron, Office Director rose@monolake.org. Applications will be accepted until all positions are filled. For more information visit www.monolake.org/mlc/jobs.