

**TITLE:** Project Specialist  
**UPDATED:** August 2022  
**SALARY RANGE:** \$17.00/hour  
**STATUS:** Temporary, non-exempt, hourly, full-time  
**ORGANIZATION:** Mono Lake Committee  
**LOCATION:** Lee Vining, California  
**SUPERVISED BY:** Office Director



### **Description:**

The Project Specialist is responsible for assisting staff in the daily operations of the Mono Lake Committee and delivery of the Mono Lake Committee's mission. The Project Specialist will also help with several short-term projects as needed by staff during the fall and winter seasons. This job would begin as soon as possible and extend through April 30, 2023. The position will be evaluated in March 2023 for the possibility of extension.

The Mono Lake Committee values a diverse, inclusive, and equitable workplace where all employees and volunteers feel respected and appreciated. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all of our departments.

### **PRIMARY RESPONSIBILITIES:**

- Work shifts in the Information Center & Bookstore and fulfill mail order requests. This requires opening and/or closing the bookstore some days in the fall and winter seasons, with project work being done while covering the front counter.
- Help the mail & membership team with member support tasks as needed.
- Occasionally lead interpretive tours as needed.
- Help with Mono Lake Committee events as needed.
- Assist with the updating of the Mono Basin Clearinghouse website as needed.
- Assist with the Mono Lake Calendar project.
- Assist as needed with policy program projects such as the gull protection fence installation and monitoring and documentation of wild horse damage.
- Answer phones; fulfill information requests via phone, mail, and email.
- Other projects and tasks may be assigned as needed to support successful operations.

### **QUALIFICATIONS:**

- Strong work ethic, positive attitude, and team player approach.
- Enthusiasm for and commitment to the Mono Lake Committee mission.
- Interest and enthusiasm for event planning and fundraising.
- Good independent worker.
- Ability to work well with the public.
- Strong written and verbal communication skills.
- Ability to work with diverse management styles and manage multiple priorities with different deadlines.

**BENEFITS:**

- Paid time off for observed holidays that occur during employment.
- Employee discount on merchandise in the Information Center & Bookstore.
- Mileage is paid for all job-related travel.
- Affordable housing provided in Lee Vining.
- Working at Mono Lake!

**Additional information:**

The Mono Basin is composed of 46,000 acres of Mono Lake, numerous 12,000+ foot Sierra peaks, sagebrush steppe, pinyon-juniper, and Jeffrey pine forest plant communities, 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 above 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, 30 miles north of Mammoth Lakes, California and 110 miles south of Carson City, Nevada.

**Application process:**

If you meet more than 75% of the qualifications of this description, we support your application.

Applications will be accepted starting September 1, 2022. To apply, send a cover letter and resume via email to Claire Landowski, Office Director ([claire@monolake.org](mailto:claire@monolake.org)). Applications will be accepted until the positions is filled.