

TITLE: 2023 Mono Lake Intern
PAY: \$16.00 per hour
STATUS: Non-exempt, full-time
DURATION: May 16 through September 15 (somewhat flexible)
ORGANIZATION: Mono Lake Committee
LOCATION: Lee Vining, California
SUPERVISED BY: Office Manager



Description:

The Mono Lake Committee is a 16,000 member non-profit citizens' group dedicated to the 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.

Mono Lake Interns bring fresh energy, perspective, and diverse knowledge to our organization. Each year we provide seasonal staff with comprehensive training to develop a thorough understanding of the Mono Basin and the Mono Lake Committee in order to be able to fulfill their intern duties.

As a Mono Lake Intern, you will assist with the Committee's non-profit, mission-focused work in a variety of ways. Duties typically include staffing the Information Center & Bookstore (40%), leading education programs (30%), and working in the Mono Lake Committee office on projects (30%) related to the organization's mission to protect and restore Mono Lake. The Mono Lake Intern position is valuable for those wanting to further their communication skills and gain practical experience working for a successful environmental non-profit.

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.

In this role you will:

- Staff the Information Center & Bookstore. This includes:
 - effectively communicating the Mono Lake Committee's mission and promoting Mono Lake Committee memberships
 - completing retail sales using our point-of-sale cash and credit card register system
 - providing visitors with detailed and accurate information about the region, Mono Lake ecology, and current events
 - ensuring the store is neat and well stocked at all times and sanitizing the store, restroom, and outdoor picnic and reception areas.
- Lead education programs at Mono Lake, including guided canoe tours on Mono Lake and walking tours of the South Tufa area.
- Other duties include assisting with program reservations, answering phones, fulfilling information requests via phone, mail, and email, assisting with Mono Lake Committee membership projects and recruitment, event planning, social media, writing assignments, and other office and field tasks needed to support operations and mission.
- Additional duties and projects may be assigned based on skills, interest, initiative, and organization needs. Because of COVID-19, duties and assignments may change unexpectedly, and additional flexibility is appreciated.

Qualifications:

- Strong work ethic and a positive and collaborative attitude.
- Excellent customer service and money handling skills.
- Strong communications skills, both written and verbal.

- Desire to learn more about how a successful non-profit operates.
- Desire to interpret natural history and environmental water issues for the public.
- Ability to regularly work opening and closing shifts in the Information Center & Bookstore; these shifts may start at 8:30am or end at 7:30pm.
- Ability to work one or two 6:30am canoe tour shifts each weekend.
- Flexibility under a changing schedule.
- Commitment to following the Committee's COVID-19 protocol, which includes being vaccinated.
- A valid driver's license and good driving record are required (contact us with any questions).
- Must pass a background check to confirm you do not have any criminal violations relevant to working with youth.

Benefits:

- Comprehensive training on Mono Basin ecology, California water policy, environmental interpretation, retail operations, canoe safety, and more.
- Paid time off for observed holidays that occur during time of employment.
- Mileage is paid for all job-related travel from place of work in personal vehicle.
- Affordable shared housing within walking distance of the office in Lee Vining.
- Employee discount on merchandise in the Information Center & Bookstore.
- First Aid and CPR certification training.

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.

Intern positions are temporary, lasting from three to six months. Interns work 40 hours per week with two consecutive days off. Shared housing is available through the Committee at \$300/month (sorry, no pets).

Application process:

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

Applications will be accepted starting January 15, 2023. To apply, send a cover letter and resume via email to Rose Nelson, Education Director, at rose@monolake.org. Applications will be accepted until all positions are filled. For more information, contact Rose at (760) 647-6386 x113 or go to monolake.org/jobs.