

JOB DESCRIPTION

Title: Project Specialist
Status: Temporary, non-exempt, hourly,
full time, occasional opportunities for overtime
Salary: \$19 per hour
Location: Lee Vining, California
Supervised by: Operations Director



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 October 15, 2024, and extend through April 30, 2025.

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.
- Lead interpretive tours as needed, with a particular focus on tours taking place on Mondays and Tuesdays during the Education Director's weekend.
- Assist with tasks at the Mono Basin Field Station. Includes preparing units for arrivals and departures, communicating with researchers, invoicing, and coordinating requests for maintenance.
- Assist the membership team with member support tasks as needed, including assistance with the Free Drawing.
- Help with Mono Lake Committee events as needed, specifically the Andrea Lawrence Award Dinner.
- Answer phones; fulfill information requests via phone, mail, and email.
- Assist with snow removal at the Information Center & Bookstore and the Mono Basin Field Station.
- 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.

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 our departments.

To apply:

To apply, send a cover letter, resume, and references to Anna Christensen, Operations & Philanthropy Director, at anna@monolake.org. For more information call (760) 647-6595.

updated October 2024