

TITLE: Mono Lake Intern
SALARY: \$12.00/hour
STATUS: Non-exempt, full-time
DURATION: June 1 through September 15 (somewhat flexible for students)
ORGANIZATION: Mono Lake Committee
LOCATION: Lee Vining, California
SUPERVISED BY: Office Director



Interns participate in a variety of tasks to assist with the Committee's non-profit, mission-focused work. Duties include; leading education programs (30%), staffing the Information Center & Bookstore (40%), and work in the Mono Lake Committee office with projects (30%) related to the organization's mission to protect and restore Mono Lake. The Mono Lake Committee is a grassroots, non-profit organization with over 16,000 members. Asking visitors to support Mono Lake through membership is an important part of working in the Information Center & Bookstore. 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.

PRIMARY RESPONSIBILITIES:

- Staff the Information Center & Bookstore counter, provide information, answer questions for visitors, and sign up interested visitors to be members of the Mono Lake Committee. Duties on the front counter also include handling retail sales, stocking shelves, and keeping up store appearance.
- Lead education programs at Mono Lake, including guided canoe tours on Mono Lake and walking tours of the South Tufa area.
- Answer phones, fulfill information requests via phone, mail, and email, assist 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.
- Other duties and projects may be assigned based on skills, interest, initiative, and mission-driven needs.

QUALIFICATIONS:

- Strong work ethic, positive and collaborative attitude.
- Strong communications skills, both written and verbal.
- Desire to learn more about how a successful non-profit operates.
- Ability to work one or two opening bookstore shifts (7:30am start) per week.
- Ability to work one or two closing bookstore shifts (until 9:30pm) per week.
- Ability to work one or two 6:30am canoe tour shifts each weekend.
- Flexibility 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 Live Scan fingerprint background check and driving record check.

BENEFITS:

- Employee discount on merchandise in the Information Center & Bookstore.
- Mileage is paid for all job-related travel.
- Shared housing may be available in Lee Vining.
- Working at Mono Lake!

GENERAL INFORMATION:

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.

The local area is comprised of sagebrush steppe, pinyon-juniper, and Jeffrey pine forest plant communities, 46,000 acres of Mono Lake, numerous 12,000+ foot 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, 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. Housing may be available through the Committee at \$265/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, 2019. To apply, send a cover letter and resume via email to Jessica Schneider, Office Director (jessica@monolake.org). Applications will be accepted until all positions are filled. For more information, contact Jessica Schneider at (760) 647-6595 x120 or visit monolake.org/mlc/jobs.