



BILL LEVITT FELLOWSHIP
Winter 2011-2012 Fellowship Description Outline

This document outlines the fellowship duties to be performed by a fellow as he/she serves under the supervision/direction of the Executive Director (ED) of Friends of Alta from December 2011 through May 2012 (6 months) for up to 30 hours a week. A stipend of \$350 will be paid biweekly and an Alta 2011/2012 season ski pass will be granted.

1. Assist the ED as needed.
2. Fundraising & Outreach: assist the ED with managing communication tools: email (constant contact), Facebook, Twitter, and website updates.
3. Assist ED with winter programming such as ski dates, earth day celebration, guest speakers
4. Assist ED with organizing the 2012 Alta Gala & any other special events as needed.
5. Conservation Easement Monitoring Program: to assist the ED with finalizing the annual inspection documentation for the 2011 season on all conservation easements held by FOA.
6. Assist ED with Annual Spring Meeting
7. Assist ED with spring 2012 newsletter