

## 2018 Summer Bill Levitt Fellowship Job Posting



**Job Title:** Bill Levitt Fellowship

**Position Status:** Temporary, full-time, hourly, nonexempt

**Reports to:** Executive Director

### **Mission:**

As Alta's local land trust, the Mission of Friends of Alta is to protect the environment of Alta, including watershed and wildlife habitat areas; to preserve Alta's unique character and heritage; and to encourage stewardship and sustainability of Alta's environment and community.

### **Position Summary:**

The summer fellowship mainly consists of environmental stewardship work, scientific data collection, and outreach with the public. The following tasks further describe the regular duties to be performed by a fellow as he/she serves under the supervision and direction of the Executive Director (ED) of Friends of Alta.

### **Tasks:**

1. Represent FOA at summer stewardship events such as: Town of Alta Restoration Day, Wasatch Wildflower Festival, Invasive Weed Pulls, and Memorial Tree & Seedling Planting.
2. Alta Bird Study
  - a. Maintain Hummingbird Feeding Station
  - b. Participate in other birding events such as Bird Talk and Walk in August
  - c. Assist with data collection for the nest box study
  - d. Conduct vegetation survey's in coordination with bird survey points
3. Alta Summer Host: at the Albion Grill
  - a. Some work on weekends and holidays
  - b. Enter all host data form to online spreadsheet
4. Invasive weed removal: documentation using GPS/GIS, staff and volunteer weed pulls
5. FOA Conservation Easement Monitoring Program – property site inspections and documentation
6. Assist the ED with office and/or special research projects as needed

### **Qualifications:**

1. Computer skills including: Microsoft Office Programs, email, and internet
2. Ability to work independently, and as part of a team
3. Good interpersonal and communication skills are a must
4. Ability to positively interact with a broad public
5. Ability to conduct strenuous work outdoors in variable conditions
6. Experience working in the outdoors
7. Availability to work a variable schedule
8. Current driver's license
9. Ability to demonstrate eligibility for work in the United States

### **Working Conditions:**

1. Working, educating, and interacting with a broad public
2. Heavy physical activity. Required to push, pull or lift medium weights, and to stand, sit or walk outdoors for extended periods

3. Exposure to extreme heat, cold, dampness, elevation extremes and occupational hazards as may be expected when working in mountainous areas
4. Considerable trail hazards
5. Requires physical ability to access remote alpine areas by foot

**Physical Requirements:**

1. Ability to sit for long periods of time while also performing typing duties on a computer
2. Ability to stand for long periods of time
3. Ability to conduct strenuous work indoors and outdoors in variable conditions
4. Ability to lift, bend, stoop, kneel, crouch, push and other strenuous activities
5. Ability to lift and carry objects of at least 50 pounds

**Schedule:**

1. Seasonal/Temporary Position: 6/18/2018 – 9/14/2018
2. Avg. 40 hours per week (non-exempt position)
3. Variable schedule
4. Holiday work required
5. Some evenings and some weekend shifts required
6. A draft schedule is available upon email request to [jen@friendsofalta.org](mailto:jen@friendsofalta.org)

**Pay & Internship Credit:**

1. \$10.00/hour paid biweekly
2. University internship credit may be available upon request

**To Apply:**

Please email a cover letter, resume, and contact information for three references as one document to Jen Clancy at [jen@friendsofalta.org](mailto:jen@friendsofalta.org). Title the document with your last and first name like this: Clancy-Jen\_2018BLF-APP.pdf. A draft schedule is available upon request.

The deadline for applications is Monday, June 4<sup>th</sup> 2018 at 1pm.

Please contact Jen Clancy with questions at: [jen@friendsofalta.org](mailto:jen@friendsofalta.org)