

Job Title: Bill Levitt Fellowship
Position: 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:

This fellowship consists of environmental stewardship work, scientific data collection, visual and social media development, and outreach with the public. The following tasks further describe the 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. Assist in event planning, execution, and closing out of events: Alta Gala, Earth Day etc.
2. Plan and represent FOA at winter tabling opportunities including but not limited to the various lodges in Alta
3. Visual and social media development – work with the Communications Manager to promote education, stewardship, and sustainability of Alta's environment through increased visual and social media presence at FOA
4. Assist the ED in special research projects to help inform the organization on projects, plans, and proposals that fall within FOA's mission
5. Assessment of FOA's adoption of LTA Standards and Practices as guiding principles and work with ED to research and draft recommendations for adoption
6. Alta Bird Study
 - a. Maintain the bird feeding station outside the FOA office
 - b. Attend monthly bird program surveys
 - c. Assist with data collection and maintenance of the nest box study
 - d. Support events and other opportunities that raise funds for the study
 - e. Create visual documentation to help promote the study
7. Assist the ED with office and/or special research projects as needed
8. Document 3 professional goals to be worked on over the course of the fellowship, that will be reflected on at the end of the program

Qualifications:

1. Fellow needs have a good general understanding and be able to articulate the organizations mission, vision, and policies.
2. Event planning includes working with other staff and partnering organizations in a professional manner.
3. Must be able to professionally and effectively communicate with the public, outreach via social media platforms, and seek/track both monetary and in-kind donations.
4. Computer skills including: Microsoft Office Programs, Adobe design programs, email, and internet
5. Experience with videography and photography
6. Ability to work independently, and as part of a team
7. Good interpersonal and communication skills are a must

8. Ability to positively interact with a broad public
9. Ability to conduct strenuous work outdoors in variable conditions
10. Experience working in the outdoors
11. Availability to work a variable schedule
12. Current driver's license
13. 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 access office in a high mountain environment in extreme weather
2. Ability to sit for long periods of time while also performing typing duties on a computer
3. Ability to stand for long periods of time
4. Ability to conduct strenuous work indoors and outdoors in variable conditions
5. Ability to lift, bend, stoop, kneel, crouch, push and other strenuous activities
6. Ability to lift and carry objects of at least 50 pounds

Schedule:

1. Seasonal/Temporary Position: January through May with the option for an extension
2. 25-35 hours per week
3. Variable schedule
4. Holiday work may be required
5. Some evenings and some weekend shifts required
6. A draft schedule is available upon email request to jen@friendsofalta.org

Compensation & Internship Credit:

1. \$10.00/hour paid biweekly
2. 2018/19 Season Pass to Alta Ski Area
3. University internship credit may be available upon request

To apply, please submit a cover letter, resume, and three references as one word or pdf file under your own name in this format: [Levitt_Bill_BLF2019.pdf](#) to the Executive Director at info@friendsofalta.org

Posting closes February 21, 2019