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MARIPOSA OFFICE
5039 Fairgrounds Road
Mariposa, CA 95338
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Student Position Available in Mariposa

To be filled as soon as possible

Forest Collaboration Assistant

Duties and Responsibilities: Under direction, perform a variety of activities to support local forest collaboratives like the Sustainable Forests and Communities Collaborative and the Willow Creek Planning Collaborative. These activities may include:

- Perform Outreach and Communications support duties for the collaboratives, including basic website maintenance/uploads, phone calls, emails, and other tasks as needed
- Perform organizational logistics supports tasks such as meeting and field trip scheduling, researching and reserving meeting rooms, correspondence management, organizing and printing meeting materials
- Attend related meetings and possibly give presentations to other groups and organizations on behalf of the collaboratives as needed.
- Coordinate/participate in meetings, including helping develop agendas and writing, circulating and posting meeting notes.
- Possible facilitation of sub-committee meetings, depending on need/skills set.
- Maintain outreach list, contact information, and calendar updates

Preferred Majors: Seeking either Graduate or Undergraduate students in the following or related majors:

- Environmental and Public Policy Analysis & Planning
- Environmental Studies, Natural Resources, Forestry, and/or Sustainability
- Business, Finance, Public Relations, Marketing or Economic Development

Preferred Qualifications: Proficient in Microsoft Office and other similar software general for basic website maintenance and computer based tasks. Some knowledge or background in forestry is desired, but not required. Strong organizational and interpersonal skills. Proficient writing and speaking skills. Must be creative and able to collaborate with colleagues to provide a professional final product. Must be reliable and responsible with deadlines. This position would report to the SNC office located in Mariposa. The student would be required to either work in this location or travel to Mariposa for occasional check-ins, depending on the successful candidate's location. The student would also be required to travel to locations such as North Fork, Oakhurst and Mariposa for various forest collaborative meetings.

Hours Per Week: 15-30 -- Working hours are 8-5, M-F. Rare but possible occasional Saturdays.

**For further information
and to apply:
Contact:**

Go online to: www.ueijobs.com – Posting # 0102861

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