



*Mammoth Lakes Recreation (MLR) is a 501 (c)3 nonprofit organization dedicated to creating the best alpine recreation community in the country.*

**POSITION:** Program Administrator

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**POSITION SUMMARY:**

The Program Administrator plans, prioritizes and implements programmatic elements for Mammoth Lakes Recreation. This entails working with the organization's funding partners and grant recipients, as well as program partners and other local not-for-profit organizations. The Program Administrator also works closely with Town of Mammoth Lakes staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage the day-to-day programmatic responsibilities of the organization, including TOML Measure R & U allocations, Mammoth Lakes Trail System, education and outreach, Tangle Free Waters, Adopt A Trail and Clean Up Efforts.
- Assist with day-to-day operations of the organization, including donor management, budgeting, and database management.
- Manage organizational communications, including website, social media, digital, email and print advertising.
- Work with Mammoth Lakes Trail System and other funding partners to coordinate project management
- Assist with grassroots outreach and advocacy in support of sustainable recreation.
- Responsible for volunteer outreach, engagement and management.

**DESIRED QUALIFICATIONS:**

- Solid knowledge of Mammoth Lakes and the Eastern Sierra, including geography and landscape, history, local government, and community
- A Bachelor's degree, or experience in one of the following: recreation administration, communications, environmental studies, or related field preferred
- Outstanding organizational skills and attention to detail
- Strong interpersonal and communication skills
- Ability to work independently in dynamic environment, managing multiple projects concurrently
- Previous experience in the outdoor recreation or forestry fields helpful, but not required.

**COMPENSATION:**

- Pay range: \$18.00 to \$28.00 per hour - commensurate with experience
- Employee healthcare insurance stipend