



HIRING NOW: Operations Manager

The Mammoth Lakes Trails and Public Access Foundation (MLTPA) is seeking energetic, motivated applicants interested in serving as Operation Manager. A successful applicant will be responsible for day-to-day operations, budget preparation and management, grant management, and staffing/human resources.

- Three to five years of fiscal, administrative, accounting, office management, and personnel management experience
- Fluency and comfort working in a remote workspace, including demonstrated competency with a variety of virtual communications platforms, including Zoom, Teams, and Google Meet
- Demonstrated familiarity and expertise with computer platforms and software, including the Google Workspace, Microsoft Office, and experience with database management
- Familiarity and experience with online tools including content management systems, cloud based data storage systems, and online employee time tracking software including ClickTime and QuickBooks
- Flexible work schedule, compensation commensurate with experience, some benefits

Your experience working in the non-profit sector along with your passion for outdoor recreation will be welcomed.

Please send inquiries and resume to hr@mltpa.org

Founded in 2007, MLTPA's mission is to create sustainable trail and recreation systems that support prosperous economies and healthy communities in Mammoth Lakes, the Eastern Sierra, and beyond.

Visit mltpa.org for additional information - December 1, 2023

