

*POSITIONS OPEN FOR FLC STUDENTS WITH*

# The Mountain Studies Institute

[www.mountainstudies.org](http://www.mountainstudies.org)

A non-profit research & education organization enhancing the understanding and sustainable use of the San Juan Mountain region

Office located at Fort Lewis College  
(and in Silverton)



**Program Assistant** - Assist the MSI director in a variety of ways including entering data and preparing reports on MSI programs. Depending on the program assistant's skills, they may assist with field or laboratory work, help analyze data, make charts, graphs and other graphics for reports, help design and coordinate events and programs, write grant proposals, etc. Requirements: interest in natural sciences and natural resource and community issues; computer proficiency including Microsoft Word, Excel, and Powerpoint; ability to take directions, ask questions, and then work independently; attention to detail; ability to communicate with clients and partners on phone and in person; and ability to write well. Additional valuable skills: GIS, Adobe Photoshop, coursework and/or experience in the environmental sciences, laboratory experience, and advanced writing experience. Pay depends on experience, \$8 per hour or more, work study students preferred. To apply: email cover letter and resume/CV to Koren Nydick, [nydick\\_k@fortlewis.edu](mailto:nydick_k@fortlewis.edu).

**Development/Marketing Assistant** – Assist the MSI development director with marketing, membership, grant writing, and other development activities. Requirements: interest in non-profit marketing and fundraising; computer proficiency; ability to learn new software programs; ability to communicate with clients and partners on phone and in person; and ability to write well. Additional valuable skills: marketing and fundraising experience; graphic art or layout experience. Pay depends on experience, \$8 per hour or more, work study students preferred. To apply: email cover letter and resume/CV to Susan Hakanson, [hakanson@sopris.net](mailto:hakanson@sopris.net).