



# Operations Assistant

## Position Description

### Overview

The Wrangell Mountains Center (WMC) is a private nonprofit that promotes living in close relationship with wilderness and with our local community. We model an off-grid lifestyle by reducing our ecological impact. **The operations of our summer programs and hospitality services are the backbone of our organization.** We run a busy summer of programming across education, arts and sciences as well as offering guest accommodations. To learn more about our 2023 programming, please visit our website.

**The Wrangell Mountains Center values and practices cooperation and collaboration among the staff as well as program participants.** The Operations Assistant (OA) directly supports the Director of Operations (DO) in providing the structure and organization necessary for the smooth operations of our summer programming, communications and hospitality, as a part of a collaborative leadership team working toward the successful operations of the campus, programs, gardens, and facilities. The OA works closely with and reports to the DO.

*This position is ideally suited for someone who shares our values, is energized by our mission and vision, and can function effectively/professionally in an off-grid, wilderness setting with limited amenities*

### Essential Core Responsibilities

- Assist in providing hospitality services to our guests through our rental platforms and while on-site
- Assist in the setup and breakdown of our campus spaces for events, programs and meetings
- Organize, plan and help execute WMC summer programs, under the direction of the DO
- Assist in and provide feedback for well-functioning internal systems of organization
- Assist in the creation of content for and distribution of our communications
- Proactive Communication: Communicate regularly and effectively with leadership as a member on the WMC leadership team, and assist in maintaining effective systems of internal communication

## **Additional Duties and Responsibilities**

- Assist in keeping our campus spaces beautiful and functional for guests and our local community
- Be proactive in ensuring that our guests and program participants have their needs met
- Assist in taking inventory of campus resources and needs
- Give consistent attention to our internal calendar to prepare for programming
- Assist in communications with guests, program participants, and program hosts in preparation for arrivals and in followup
- Cleaning and preparing guest accommodations and spaces for events and programming
- Providing guidance/direction to volunteers regarding operational needs of the campus
- Promote an understanding of and commitment to WMC policies including general health and safety as well as judicious use of water and power systems
- Assist with May preseason campus opening (e.g., cleaning and implementing systems of organization)
- Assist in the management of our swag store by collecting payments and donations

## **Required Knowledge and Experience**

- Ability to forgo most urban amenities in a remote setting for the duration of the season
- Track record of successful positions in areas of operations, administration, and/or communications
- Experience in hospitality and customer service
- Interpersonal communication skills and team building in a collaborative, egalitarian culture
- Experience using Google Suite and Calendar, Word, Excel, Airtable, Canva and Squarespace
- Must possess a laptop capable of uploading and editing photos and videos and a smartphone (preferably with Verizon as this is the only carrier with service in McCarthy)
- Driver's license and good driving record
- Safely lift up to 50 lbs.

## **Desired Additional Skills and Abilities**

- Reliable, flexible, organized, and attentive to detail
- Possesses a warm and welcoming demeanor suitable to host and engage with our guests
- Interest in sustainability and communal living, and learning new skills
- Familiarity with WMC as well as the local McCarthy and Kennicott communities
- Professional experience working seasonally in Alaska
- Familiarity with living communally with fellow team members
- Sincere interest in our programming and events
- Ability to contribute innovative ideas to elevate our ability to serve our community and guests
- Enthusiasm for recruiting volunteers from local WMC supporters, community members and local seasonal employees

**Estimated time commitment:** Approximately May 1st – September 15th (depending on the needs and activities of WMC), averaging 40 hours/week. Due to a variety of unique factors, our 2024 summer season will be an exceptionally challenging one, and more hours may be required.

**Compensation:** \$2,500/month including meals and primitive lodging (valued at approximately \$1,200 per month)

**Employee Benefits:** The WMC is a small grassroots organization in the beginning stages of expanding our workforce. Currently, employees enjoy benefits such as:

- **Meals and Lodging** are provided as a part of compensation. We will provide for individual dietary restrictions centered around a mostly vegetarian diet. Our off-grid living spaces are intentionally primitive and simple, so that our staff can cultivate their own unique and special connection with the natural world.
- **Community.** For many, one of the most striking things about spending a summer with the WMC is the community connectedness. At the WMC campus, staff experience a community of creative artists as well as inquiring minds and scientists.
- **An Epic Adventure Destination.** We do everything we can to ensure that our staff is able to fully appreciate the enriching experiences that the area has to offer. Several local businesses offer free or discounted rates for local seasonal employees, and we provide our staff with a long list of adventures and local activities available in the summer.
- **Meaningful Work.** Above all, we seek to cultivate a better vision for work, an experience that is collaborative, purposeful, values-driven, and based on healthy human communication and relational connectedness.

*For a more detailed overview of Compensation and Commitment, visit our website at [wrangells.org/work](http://wrangells.org/work)*

The WRANGELL MOUNTAINS CENTER (WMC) is based in McCarthy, Alaska, providing residential and walk-in experiential education programs that foster discovery through direct contact with diverse environments. Meeting the needs of students, writers, artists, scientists, travelers, and local citizens, we offer opportunities for people of all ages and abilities to explore, express, and be transformed in this extraordinary place surrounded by wilderness. The WMC operates on a model of sustainability and resource conservation. Facilities are remote and off-the-grid, operating mostly with solar power and water pumped from our wells. Meals and chores (e.g., harvesting garden produce, splitting firewood, cleaning up) are shared between staff, volunteers, and sometimes program participants.

*The Wrangell Mountains Center is an equal opportunity employer. We are committed to developing and retaining a diverse workforce. We're striving to build an inclusive workplace culture where all employees feel valued and our rich diversity is celebrated by everyone. We especially encourage Alaska Native, Black, Asian, Latinx, and LGBTQ+ applicants as these groups are currently under-represented in our workforce.*