



Rocky Mountain Biological Laboratory Administration and Operations Assistant

The Rocky Mountain Biological Laboratory, founded in 1928 as an independent nonprofit organization, is a biological field station located near Crested Butte, Colorado. Our primary mission is to advance the scientific understanding of nature that promotes informed stewardship of the Earth. RMBL provides scientists and students access to diverse habitats, research and education infrastructure, a collaborative and internationally recognized scientific community, and a broad base of knowledge about the ecology of mountain environments. A deeply understood place and supportive research community make it ideal for training the next generation of field scientists. You can learn more at www.rmbll.org.

We seek an **Administration and Operations Assistant** to support the administrative, logistics, and operations functions at RMBL. The position will start around April and run through August and possibly September depending on fall programming. The position will likely start at the RMBL town office in Crested Butte (or online) until the road to Gothic opens in May or early June, from when the position will be based at the Gothic townsite. The position will work 5-day 40 hour/week schedule, with a Tuesday - Saturday schedule being preferable. On-site housing in Gothic is a possibility, depending on availability and requirements of the 2023 summer. The ideal candidate is interested in field station management as a career, likes being hands-on, enjoys working with the public, and can work independently. RMBL encourages a diverse applicant pool.

DUTIES

ADMINISTRATION

- Act in “front desk” capacity, providing friendly, responsive, and engaging service to the RMBL community.
- Assist in producing occupancy, reservation, and other station use reports. Much of this activity will be conducted in the Salesforce platform.
- Coordination with other departments including kitchen, facilities, youth programs, and research.
- Assist in room scheduling and management.
- Check in/out guests to the field station including giving orientations, answering questions, and conducting room check outs.
- Assist in creating an RMBL community photo board and take a lead role in keeping it up to date.
- Send reservation reminders and updates to community members.
- Answer inquiries and questions via email, phone, and the RMBL Community Portal
- Assist in the production and distribution of weekly community e-bulletins.
- Assist users with meeting presentation and other IT equipment, sometimes after hours.
- Assist in parking policy enforcement.

LOGISTICS

- Help open the field station for the summer, including some cleaning and stocking supplies in cabins
- Inventory and ordering of basic office, cleaning, and household supplies.
- Room set-up for events/seminars/classes.

- Manage rental linens.
- Assist in e-bike training and check-out program.
- Assist in management of RMBL community resource shed.
- Act as a “runner” around the Gothic campsite and the Gunnison Valley when needed.

GENERAL

- Assist and fill in for RMBL cleaning staff as scheduled and needed.
- Participate in cabin opening and closing campaigns in the spring and fall, including deep cleaning and organization.
- Support and fill-in for other departments when needed, including work crew (facilities), food service, and science support services.
- Help with weddings, private events, and conferences.

OTHER RESPONSIBILITIES

- Adherence to COVID-19 operating protocols as a strong example to the RMBL community.

SKILLS, ABILITIES, AND EXPERIENCE

- Friendly, outgoing, and service-oriented personality.
- Willingness to serve wherever is needed.
- Computer skills and the ability to learn and operate new computer programs.
- Effective communication skills.
- The ability to physically negotiate a rustic worksite and infrastructure, including uneven terrain, steep hills, gravel trails, deep snow, and other hazards, including in bad weather.
- The ability to lift and move up to 50lbs.
- A clean driving record and the ability to safely operate vehicles, including bikes and ORVs.
- Experience providing customer service is preferred.

COMPENSATION & SCHEDULE

- Hourly, summer seasonal position, based in Crested Butte, Colorado in the spring and Gothic, Colorado once the road opens for the summer.
- \$20-\$23 an hour, depending on qualifications and experience. A season-end bonus is possible upon the satisfactory completion of the contract. The position is eligible for overtime on hours worked over 40 in a week.
- Meals for employee when the dining hall is open.
- Possibility for summer housing in Gothic.

DIVERSITY AT RMBL

RMBL is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, sexual orientation, political affiliation, or any other status which may be protected by law.

RMBL COVID-19 Policy

RMBL requires all staff members in 2023 to be vaccinated against COVID-19. We recommend that vaccinations are “up-to-date,” but given the complexity of vaccine regimes, there is not a specific booster requirement. Vaccine exemptions will be considered, as required by law.

TIMEFRAME FOR FILLING THE POSITION

Applications will be accepted until the position is filled.

TO APPLY

Please submit a letter of interest and resume to admin@rmbf.org For questions about the position, please contact Katie and Brett at admin@rmbf.org.