



LPFA – Information Specialist Job Description and Person Specification

About LPFA:

Founded in 1979, the LPFA is an official non-profit 501(c)(3) partner of the Los Padres National Forest. Our mission is to care for the Los Padres Forest, ensuring it thrives and remains safe and open for the people to use and enjoy. LPFA shares the Forest Service motto of “Caring for the Land and Serving the People.” With the help of our volunteers and professional trail crew, we dedicate thousands of hours each year to the restoration and maintenance of trails across the Los Padres National Forest.

Project Location:

This is an in-person position based at the Los Prietos Ranger Station, 3505 Paradise Rd. Santa Barbara, CA 93105.

Hours:

20+ hours/week, work on weekends may be required.

Salary:

\$18/hr

Position Overview:

The Los Padres Forest Association is seeking a part-time professional to implement visitor information and LPFA retail operations at the Santa Barbara Ranger District Office. Responsibilities include:

- Commencing LPFA retail operations at Los Prietos Ranger Station
- Providing visitor information and outreach via email, phone and in-person
- Assisting with public outreach through social media
- Providing general support as needed for LPFA and SBRD programs and interests
- Since this is a new position, there will be plenty of opportunities to direct the growth and responsibilities of this position

Working Conditions:

This is an indoor, visitor center/office position based at the Los Prietos Ranger Station.

Qualifications:

- Retail and customer service experience
- Ability to work independently
- Social media savvy
- Reliable transportation
- Multi-tasking and organizational skills
- Love of the Los Padres Forest preferred

Contact:

Please email INFO@LPforest.org with questions or to apply for this position.