



**MOUNTAINS RECREATION & CONSERVATION AUTHORITY**  
Los Angeles River Center & Gardens  
570 West Avenue Twenty-Six, Suite 100  
Los Angeles, California 90065  
Phone (323) 221-9944 Fax (323) 221-9934

**JOB OPPORTUNITY BULLETIN**  
**Interpreter I (non-personal)**  
**January 27, 2017**

This position requires experience and comfort with development and production of both design and content for all types of digital media. The successful candidate will be highly creative, organized, and energetic individual, with attention to detail, who is eager to learn, enjoys handling multiple tasks, and is flexible. This position will provide park visitors with an extension of our current opportunities to learn about the natural and cultural resources at the visitor's leisure with printed and digital media.

**PRIMARY RESPONSIBILITIES**

- Write, design, and update interpretive publications, including brochures, flyers, newsletters, promotional materials for new and existing programs
- Monitor and update agency information on social media websites
- Create and update agency related publications such as maps, logos, brochures and marketing materials, invitations, reports, and interpretive material
- Create storyboards, use video equipment like iPads, and use video editing software to film interviews and public events
- Coordinate with staff from across divisions as well as vendors to complete projects
- Continue email marketing campaign using Constant Contact
- Assist with web design and updating of current LAMountains.com site
- Organize and Archive digital photo collection
- Help as needed at special events
- Maintain agency kiosks, includes posting brochures and flyers
- Design in other languages, Spanish fluency a plus
- Respond to inquiries from public
- Perform related duties as required

**REQUIRED**

- Proficiency in Adobe Creative Suite with emphasis in Illustrator, InDesign, & Photoshop
- Must be able to work on a PC
- Familiarity with graphic design or related field
- Bachelor Degree or higher preferred in related field
- Ability to work independently and carry out assignments with little or no supervision
- Knowledge of the principles of Interpretation
- Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of this position
- Submit fingerprints to Department of Justice, have a record clean of violent or serious felonies as defined in California Penal Code Sections 667.5 and subdivision (c) 1192.7;
- Must pass a physical examination including a drug test;

### **REQUIRED HOURS**

40 hours per week, primarily Monday-Friday, occasional nighttime and weekend hours, and occasional overtime work upon prior approval by supervisors. The position may include local travel to various agency locations, including Franklin Canyon Park, Vista Hermosa Natural Park, Temescal Gateway Park with primary office location at Los Angeles River Center & Gardens, 571 Ave 26, Los Angeles, CA 90065.

### **COMPENSATION**

Successful applicant will be hired as Interpreter I (non-personal). The hourly rate for this title is at \$18.68.

### **BENEFITS**

Health insurance, life insurance, retirement, vacation, sick leave and generous holiday schedules.

### **HOW TO APPLY**

Submit the following items electronically in PDF or MS Word format: cover letter, resume, names of at least three references with contact information. Include a sample media design most relevant to the responsibilities of the position by 10:00 AM on February 16, 2017. Email to [jamie.cabral@mrca.ca.gov](mailto:jamie.cabral@mrca.ca.gov) with "Non Personal I" in the subject field. Interviews will be scheduled shortly thereafter at MRCA's office in Los Angeles River Center & Gardens. Resumes submitted after February 16, 2017 may be considered if the position is not filled.

### **DESCRIPTION OF AGENCY**

The Mountains Recreation and Conservation Authority (MRCA) was created in 1985 with a mission to protect and preserve park and open space lands surrounding Los Angeles and is a joint powers authority between the Santa Monica Mountains Conservancy, the Conejo Recreation and Park District and the Rancho Simi Recreation and Park District. These public agencies work together to preserve open spaces, natural wilderness and wildlife habitat of the Los Angeles and Ventura County metropolitan regions and to make these lands accessible to all residents of Southern California.

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