



# ADVENTURE SCIENTISTS

EXPLORE. COLLECT. PROTECT.

## Project Coordinator Job Description

January 2019

Adventure Scientists is a 501(c)3 nonprofit organization based in Bozeman, MT that equips partners with data collected from the outdoors that are crucial to addressing the world's environmental challenges. By leveraging the skills of the outdoor adventure community we are uniquely able to gather difficult-to-obtain data at any scale, in any environment.

### Position overview

Adventure Scientists is seeking a self-motivated Project Coordinator to join our project management team. Responsibilities of the Project Coordinator include assisting with logistics of volunteer management and communication for all active projects. The Project Coordinator will report to the Senior Manager of Volunteer Operations, but will work closely with all members of the projects team.

### Responsibilities

- Regularly communicate with volunteers via email, phone calls, and webinars to ensure compliance with project protocols
- Manage and ship project equipment, welcome packets, and schwag to volunteers
- Facilitate volunteer event planning, including trainings and/or celebration events
- Assist with volunteer data management and reporting via Salesforce and Excel sheets
- Assist with data and sample quality measures
- Support various project tasks as requested

### Qualifications

- Bachelor's degree or relevant experience in citizen science, biology, ecology, natural resources and/or related fields
- Proficiency with various technological systems and software, including Excel, Google Suite, and Microsoft Office strongly preferred. Experience with other platforms including Salesforce, ArcGIS, and Mailchimp is a plus but not required.
- Outdoor skills/experience and enthusiasm for human-powered travel in remote environments
- Strong written and verbal communication skills
- Strong multi-tasking and organizational skills
- Critical thinking and problem-solving skills
- Desire to contribute to the growth of a dynamic nonprofit organization
- Ability to work independently and as part of a team
- Desire and ability to travel
- Sense of humor!

## **Work Schedule and Compensation**

This is a full-time position based in Adventure Scientists' headquarters in Bozeman, MT that includes travel to various field locations. Occasional work on weekends or at night should be expected. We are proud to offer a competitive non-profit salary commensurate with experience. Benefits include generous PTO, healthcare, IRA matching, powder days, flexible schedule, personal development opportunities, a dog-friendly office, and frequent staff outdoor adventures.

## **To Apply**

Applications are due by February 8.

Please submit your application via the [digital form](#) on our website, including:

- Cover letter describing your background and interest in the position
- Resume (limited to 2 pages)
- Three references

Adventure Scientists is committed to providing an equal employment opportunity for all applicants and to ensuring a work environment free of discrimination and harassment. Our employment decisions are based on our business needs, job requirements, and individual qualifications, without regard to race, gender, sexual orientation, religion, family or parental status, disability, age, national origin, or any other protected status. We sincerely welcome people of all identities, backgrounds, and experiences to apply.

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