Job Description - Administrative Coordinator
May 2019

Adventure Scientists is looking for an exceptional Administrative Coordinator with a deep interest in nonprofit management to join our team as we unlock access to critical data for leaders working on solutions to the world’s biggest environmental and human health challenges.

The Administrative Coordinator provides key support to both the Executive Director and the Operations Manager, applying organizational, communication, and creative problem-solving skills to manage schedules and streamline operations at our expanding organization.

If you’re an administrative professional who loves the planet, loves outdoor adventure, and is interested in developing a career in nonprofit management, this position is a great opportunity to gain a broad knowledge base while supporting the mission of a thriving, innovative environmental organization.

Specific Responsibilities
Operations (75%):
- Manage travel, meeting, and event logistics
- Support Operations Manager with financial accounting tasks
- Oversee inventory of volunteer swag
- Assist with internal communications
- Manage mail, bank deposits, purchasing, and office maintenance

Executive Assistance (25%):
- Manage the Executive Director’s schedule
- Arrange travel and complete expense reports
- Oversee meeting logistics for senior leadership and board

Required Qualifications
- Demonstrated experience in office management and/or as executive assistant
- Demonstrated experience using various office and project management software, including shared drives and calendars, task management apps, customer relationship management databases, and collaborative communication apps

Preferred Qualifications and Qualities
- Bachelor’s degree in business administration or other relevant field
- Interest in science, conservation, and/or outdoor recreation
- Detail-oriented and internally motivated to do high quality, buttoned-up work
- Skilled at self-managing work priorities and staying organized
- Exceptional communications skills

Compensation and Benefits
Salary for full-time employment is $35,000-$40,000, depending on experience. We offer a generous and flexible benefits package, including employer-subsidized healthcare, personal and professional development fund opportunities, paid time off, paid powder days. Additional perks include part-time work-from-home opportunities and access to pro-deals. Plus, we have a dog-friendly office, so you are invited to bring your best friend to work!
To Apply
Applications are due **Wednesday, June 12, 2019**. Additional applications may be reviewed on a rolling basis thereafter.

Please submit your application on our website: [https://www.adventurescientists.org/administrative-coordinator-application.html](https://www.adventurescientists.org/administrative-coordinator-application.html)

Applications must include:
- Cover letter describing your background and interest in the position
- Resume (limited to two pages)
- Three professional references

About Us
Adventure Scientists is a dynamic 501(c)3 nonprofit organization that works with diverse partners including Harvard Medical School, World Resources Institute, National Geographic, and the U.S. Forest Service to equip them with data collected from the outdoors that are crucial to addressing environmental and human health challenges. Our projects have ranged from amassing the largest dataset documenting global microplastic pollution to collecting scat samples to aid in identifying the genetic origins of antibiotic resistance.

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.