



ADVENTURE SCIENTISTS

EXPLORE. COLLECT. PROTECT.

Communications Manager Job Description

Are you a tech-friendly science communicator who would enjoy engaging fellow outdoor adventurers in the service of science and conservation? Adventure Scientists is seeking an experienced, creative Communications Manager to lead our volunteer communications efforts, including developing our volunteer trainings and curating a new volunteer media archive. Using an e-learning platform, we rigorously train our network of global volunteers to collect high quality field data following scientific protocols. As Communications Manager, you will translate scientific protocols into easy-to-understand, interesting and well-designed online trainings that will enable our volunteers to gather quality data while having a great experience. You will also create a new media archive system to solicit, receive and curate photos, videos and stories from our volunteers. In addition, you will leverage your knowledge of our volunteers gained through your close work with them to assist your teammates with future volunteer recruitment.

The position is a great fit for someone who is exceptionally skilled at translating complex science to a lay audience, who understands the interests and needs of the outdoor community, and who enjoys working with websites, graphics, social media, photography and video.

The Communications Manager reports to the Associate Director of Communications and is embedded within the Project Management team.

Specific Responsibilities

- Develop and manage our online volunteer training platform, which uses the cloud-based Wisetail learning management system (LMS)
- Create written content for the online training modules for each project, translating complex scientific protocols into language that's understandable and compelling to an audience of non-scientist outdoor adventurers
- Incorporate thoughtfully-crafted quizzes, video and graphics into a training platform layout that is attractive and helps volunteers retain information; use Adobe Creative Suite or similar to create graphics and to edit photos and video
- Hire and manage contract videographers, photographers, graphic designers and others as needed to create multimedia content for the trainings
- Manage volunteer information web pages to be consistent with Adventure Scientists' communications strategy
- Solicit volunteer photos, videos, and written assets that can be used in public-facing media; provide advice and guidance to volunteers so they create high quality, useful assets

- Assist with crafting project-related social media posts
- Use graphic design skills to create data visualizations, infographics, and recruitment flyers
- Research, create, and maintain an archive for volunteer media assets, and develop a plan for transferring remote assets to the archive
- Assess effectiveness of online trainings to improve future trainings; research and implement additional software and communication strategies to improve Adventure Scientists' volunteer training, retention, and management
- Use CRM software (e.g., Salesforce, Mailchimp, Gmail) to communicate with a global network of volunteers
- Support volunteer recruiting and assist with other tasks as needed

Qualifications

- Significant experience (2+ years) communicating complex scientific topics to various audiences
- BA/BS in science communication or a related field, or equivalent work experience; MA/MS preferred
- Demonstrated experience using web design, e-learning and/or creative (graphic design, photo editing and video editing) applications
- Experience creating and managing public-facing online content, including social media
- Knowledge of what excites and drives the outdoor community
- Enthusiasm about supporting field research, outdoor exploration, and human-powered travel in remote environments
- Ability to self-motivate with minimal oversight
- Desire to contribute to the growth of a dynamic and fast-paced nonprofit organization

Work Schedule and Compensation

Salary \$40,000-\$50,000/year, DOE. This is a full-time position based in Adventure Scientists' headquarters in Bozeman, MT that may include some travel. Occasional work on weekends or at night should be expected. We offer a generous and flexible benefits package, including employer-subsidized healthcare, personal and professional development fund opportunities, paid time off, and paid powder days. Additional perks include a flexible schedule, part-time work-from-home opportunities, frequent staff outdoor adventures 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 will be accepted until the position is filled.

Please submit your application via the **online form below**.

Your application must include the following:

- Cover letter describing your background and interest, and specific details about your qualifications for the position
- Resume (limited to 2 pages)
- Three professional references

About Us

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 volunteers from the outdoor adventure community we are uniquely able to gather difficult-to-obtain data at any scale, in any environment.

Adventure Scientists values diversity in our leadership, staff, and the people that we serve. We are committed to building a team that is diverse and inclusive and to ensuring a work environment free of discrimination and harassment. Our employment decisions are based on our organization's 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 specifically encourage individuals to apply who represent diverse identities, backgrounds, perspectives and experiences.