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 Projects Team Assistant to join our project management team for the summer season (until August 30 with possible extension to September 27). The Projects Team Assistant will report to the Scientific Director and will work closely with all members of the projects team assisting with logistics of volunteer management.

Responsibilities
- Ship project equipment, welcome packets, and swag to volunteers
- Assess project samples for data quality
- Collaborate with partner laboratories for mailing samples for analysis
- Assist with volunteer event planning, including trainings and/or volunteer celebration events
- Assist with volunteer data management and reporting via Salesforce and Excel sheets
- Support various project tasks as requested

Qualifications
- Proficiency with various technological systems and software, including Excel, Google Suite, and Microsoft Office strongly preferred
- 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 be flexible, dependable, and responsible when working independently and collaboratively
- Sense of humor and a desire to have fun with our team and volunteers!

Work Schedule and Compensation
This is a 30 hour/week position based at Adventure Scientists’ headquarters in Bozeman, MT that may include travel to various field locations. As a temporary, non-exempt position, it is compensated at an hourly rate of $10/hour and does not include benefits.
To Apply
We are looking to fill this position ASAP with a tentative start date in mid-June. Applications are due by 11:59 pm June 2nd.

Please submit your application on our website:
https://www.adventurescientists.org/projects-team-assistant-application.html
- 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.