



ADVENTURE SCIENTISTS

EXPLORE. COLLECT. PROTECT.

Volunteer Recruitment Contractor Job Description

Adventure Scientists is seeking an experienced contractor to support volunteer recruitment for our field research projects. The position will focus on recruiting volunteers for our [Timber Tracking: Eastern White Oak](#) project, and may also support other active projects. This is a temporary position with hours that are flexible and dependent on project needs. The position will not exceed 240 hours total between May-August 2022 (approximately 20hrs/wk). The position may be remote, or based in our Bozeman, Montana office.

This contractor will recruit volunteers from the outdoor community using established outreach strategies and resources. They will also be empowered to bring their own creativity to engage, inspire, and motivate community members to contribute to scientific data collection projects.

The position is an ideal fit for someone who is exceptionally skilled at mobilizing community members, understands outdoor adventure culture, and has an abiding interest in science, conservation, and human health.

This role reports to the Associate Director of Project Management, and works closely with the Project Management team.

Specific Responsibilities

Volunteer Recruiting

- Identify and conduct outreach to recruit volunteers. Strategies may include outreach to media outlets, groups, businesses, and organizations including local reporters, social media groups, meetups, outdoor stores, environmental groups, colleges, community hubs, or outdoor ambassadors
- Create materials for volunteer recruitment, including posters, social media posts, radio ads, and more
- Work with Adventure Scientists communications staff to distribute recruitment materials to media outlets including Adventure Scientists' and other organization's social media platforms, radio, newspapers, online ads, and community spaces such as bulletin boards
- Support planning and management of virtual and/or in-person recruitment events
- Coordinate with project management staff to understand and plan for the number and kinds of volunteers needed for each project
- Measure and assess volunteer recruiting efforts for cost- and time-efficiency

Other work

- Use CRM software (e.g. Mailchimp, Gmail) to organize volunteer information and track recruiting goals
- Support and assist with other communications and project management tasks as needed

Qualifications

- Experience with volunteer support, recruitment, and/or campaign management
- Experience creating recruiting products such as posters, social media posts, press releases, media pitches using Adobe Creative Suite, Hootsuite, and/or other content creation and scheduling tools
- Excellent writing skills in both interpersonal and mass communication
- Knowledge of what excites and drives the outdoor community
- Enthusiasm about supporting science, conservation, and outdoor adventure
- Motivation to gain an understanding of the projects we run and the underlying science
- Ability to self-motivate

Work Schedule and Compensation

Contract position, pay rate of \$25/hr. Position may be remote or based in our Bozeman, Montana office. The contractor must provide their own computer, though we provide needed software and licenses (e.g. Mailchimp login credentials). Schedule will depend on project needs. The position is budgeted to not exceed 240 hours (~20hrs/wk), with flexible hours within a tentative time frame of May - August, 2022.

To Apply

Submit resume (limited to two pages) and cover letter outlining relevant experience to: michelle@adventurescientists.org

Application review will begin April 1, 2022. All applications must be received by **April 18, 2022**.

Please let us know if you have accommodation needs that we can meet during the application or interview process.

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 and human health 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.

United in Adventure

Adventure Scientists celebrates the fact that diverse identities, backgrounds, perspectives, and experiences enrich our team culture and reflect our values. We are committed to providing an equal employment opportunity for all applicants; increasing diversity in our board, staff, and the people that we serve; and embedding justice, equity and inclusion into the structure and strategy of Adventure Scientists. Our employment decisions are based on our organization's needs, job requirements, and individual qualifications, and we take concrete actions to ensure we do not discriminate based on race, gender, sexual orientation, religion, family or parental status, disability, age, national origin, or any other protected status. To learn about the specific ways in which we are continuing to learn and grow, please feel free to reach out to our Equity, Inclusion and Justice (EIJ) committee — inclusion@adventurescientists.org.