



ADVENTURE SCIENTISTS

EXPLORE. COLLECT. PROTECT.

Project Creation Contractor (in-office or remote) Job Description

Who we are

Science-based solutions hold our greatest hope for long-term coexistence with nature. While government and industry have made meaningful strides in tackling urgent global environmental challenges, efforts have been constrained by a lack of funding access to the right data and the resources to generate public support. Adventure Scientists serve as invaluable partners to cutting edge researchers in the planning and execution of large-scale field data collection projects around the world. These partnerships have yielded groundbreaking environmental discoveries, aided accountability across supply chains, and has catalyzed focused initiatives that will positively impact our planet for generations.

Our network of trained volunteers, who come from the outdoor community, enables scientists to ask broader questions, creates compelling storytelling opportunities, and generates connections to impact driven funders eager to fund innovation. Through participation in our projects, thousands of trained volunteers gain lasting experience in the STEM fields, and gain agency in addressing what can feel like overwhelming environmental challenges.

We envision a world in which solutions to environmental issues are limited only by the ability to keep asking the right questions.

Join us!

How you will contribute to Adventure Scientists

Adventure Scientists is seeking a contractor to support our project creation team. The Project Creation (PC) team conducts outreach and builds new projects to serve the scientific community. This contractor will provide general support to the PC team, update backend systems, and identify potential project leads. This is a 3-month position with flexible hours (approximately 20hrs/wk). The position may be remote, or based in our Bozeman, Montana office.

This role will be supervised by the Project Creation Senior Manager, and will work closely with the Project Creation team.

Supporting Project Creation Team

- Clean up and improve data management in Salesforce including network mapping and conferences.
- Support staff in creating marketing materials for scientific audiences (ex. blogs, one-pagers, etc.)
- Monitor websites, such as grants.gov, ungm.org, and fbo.gov for potential partners and project opportunities.
- Support and assist with other department related tasks as needed.

Qualifications

- Excellent organizational skills and attention to detail
- Experience with data management, preferably in a CRM, Salesforce experience is strongly preferred
- Ability to conduct research on environmental issue areas and synthesize findings
- Demonstrated strength in writing and/or graphic design skills
- Understanding of Adventure Scientists' mission and services
- Enthusiasm for science, conservation, and outdoor adventure
- Ability to self-motivate

Work Schedule and Compensation

This is a contract position with a pay rate of \$20/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. Salesforce login credentials). The position is budgeted at 20hrs/wk with flexible hours within a tentative time frame of June - September 2022.

To Apply

Applications will be reviewed until the position is filled. Visit the form on [this page](#) to apply. Direct questions about the application to lindsay@adventurescientists.org.

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

Our Commitment to Equity, Inclusion, and Justice (EIJ)

Adventure Scientists strives to create an environment where everyone can feel included, valued, and safe engaging with our work, regardless of their race, ethnicity, sexual orientation, gender identity, ability, age, past or current military service, marital status, parental status, religion, level of formal education, socio-economic status, immigration status, or other identity.