



# ADVENTURE SCIENTISTS

EXPLORE. COLLECT. PROTECT.

## Project Assistant Contractor

May 2022

### 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!

### 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.

The Project Assistant will report to the Associate Director of Project Management and work closely with the project management team. **Key responsibilities and duties will include:**

- Build data collection kits for volunteers
- Ship and receive project equipment, welcome packets, and swag to volunteers
- Assess project samples for data quality including tree species identification check and compliance with protocols
- Assist with volunteer event planning such as volunteer celebration/recruitment events
- Assist with volunteer management and reporting via Salesforce and spreadsheets
- Support various project tasks as requested

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P.O. Box 1834 Bozeman, MT 59771



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## Qualifications

- Strong written and verbal communication skills
- Strong multi-tasking skills and high attention to detail
- Critical thinking and problem-solving skills
- Proficient use of computers and related technology systems required
- Strongly prefer specific experience with Google Suite, Salesforce, ArcGIS, and Microsoft Office
- Desire to contribute to the growth of a dynamic nonprofit organization
- Ability to be flexible, dependable, and responsible when working independently and collaboratively
- Outdoor skills/experience and enthusiasm for human-powered travel in remote environments
- Sense of humor and a desire to have fun with our team and volunteers!

## Work Schedule and Compensation

This is a ~ 20-hour/week contractor position based at Adventure Scientists' headquarters in Bozeman, MT that may include travel to various field locations. This is an hourly position at \$20/hour, not to exceed 320 hours.

## To Apply

Send your resume (2 page maximum), cover letter, and references to [michelle@adventurescientists.org](mailto:michelle@adventurescientists.org) before June 10, 2022.