



# ADVENTURE SCIENTISTS

EXPLORE. COLLECT. PROTECT.

## Senior Systems and Volunteer Manager

### Job Description

June 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 serves as an invaluable partner to 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 catalyzed focused initiatives that will positively impact our planet for generations.

Our network of trained volunteers 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 gain experience in the STEM fields and 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

We are looking for an experienced citizen science professional and logistics expert to work within the project management team. The Senior Project Manager will oversee data quality and volunteer systems across project phases. This role will report to the Associate Director of Project Management.

#### Specific responsibilities include:

- Manage volunteer communication for all projects via email, phone calls, and other online tools; respond promptly and appropriately to requests for assistance
- Identify volunteers that may have good storytelling opportunities and collaborate across the team for media opportunities
- Create/update systems for efficient management of scientific equipment, supplies, etc
- Research the best supplies and equipment; manage sourcing, purchasing, and forecasting needs for supplies, equipment, etc. for new projects
- Manage the maintenance and upkeep of field equipment to ensure we meet our high data quality standards for projects
- Track project budgets and ensure alignment with the organizational budget
- Work with partner researchers and laboratories to coordinate logistics related to data collection and analysis

- Oversee volunteer data, systems management, and reporting via Salesforce and spreadsheets
- Support and strategize data management tasks as requested by Adventure Scientists staff, including summarizing data and some basic analysis
- Support various project tasks as requested

### **Qualifications**

- Extensive experience leading projects in: citizen science, field biology, ecology, natural resources, and/or related fields
- Proficiency with various technological systems and software, including Google Suite and Microsoft Office strongly preferred. Experience with other platforms including Salesforce, Survey123, and ArcGIS is a plus
- Experience with complex scientific data collection, including associated protocols, equipment and technology
- Experience supervising others and working in a collaborative team environment
- 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
- Demonstrated skill in paying close attention to detail in work
- Desire to contribute to the growth of a dynamic nonprofit organization
- Ability to work independently and as part of a team

### **Work Schedule and Compensation**

This is a full-time position based in Bozeman, Montana at Adventure Scientists' headquarters. This position requires occasional travel and work on weekends/after hours. Salary for this role ranges from \$55,000 - \$60,000, dependent on experience. We offer a generous and flexible benefits package, including healthcare, retirement plan with employer matching, personal and professional development fund opportunities, generous paid time off, paid parental leave, student loan relief, and paid powder days. Additional perks include part-time work-from-home opportunities, sabbaticals for long-tenured employees, and access to pro deals.

### **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.

### **To Apply**

Visit the form [on this page](#) to apply. We are accepting applications through August 12, 2022. Direct questions about the application to [michelle@adventurescientists.org](mailto:michelle@adventurescientists.org). We are committed to providing an equal employment opportunity for all applicants. If you need reasonable accommodations at any point in the application or interview process, please let us know.