



Position Description

Date: November 19, 2024
Title: Education Programs Assistant
Unit: Education and Diversity Programs
Supervisor: Teresa Mourad, Director of Education and Diversity Programs
Classification: Full-time; non-exempt
Position Location: ESA HQ, Washington DC and telework.
Must be located in greater Washington DC area

Society Background

Built on 110 years of professional service, the Ecological Society of America (ESA) is a membership association of ecologists, with 8,000 scientists, researchers, practitioners, policymakers, and educators dedicated to the science of ecology. Our mission is to advance the science and practice of ecology and to support ecologists throughout their careers. ESA envisions a future where people embrace science to understand and foster a thriving planet.

Description

The Education Programs Assistant is expected to support and assist in the implementation of ESA's grant-funded Education Programs. Currently, these programs include:

1. [SEEDS](#)
2. [Scientists in Parks \(SIP\)](#)
3. [SciComm in the Parks \(SCIP\)](#)
4. [Transforming Ecology Education to 4D](#)
5. [AISES Indigenous Voices](#)

Duties include, but are not limited to assisting in producing marketing materials and newsletters, developing digital communications, organizing meeting and travel logistics, and tracking participant completion of program expectations. The ideal candidate will be well-organized, detail-oriented and have some ecology or science education background, be comfortable in outdoors and over zoom, and able to create friendly spaces that place all participants at ease.

JOB DESCRIPTION:

The primary duties of the Education Programs Assistant are to:

- Assist in implementing grant activities
- Support program committees or advisory boards
- Keep project information on project websites and other participant records up to date
- Produce program newsletter and other promotional material
- Organize meetings and events for up to 60 persons, including program and logistics
- Track participant stipends and travel reimbursements
- Perform other related tasks as needed

Minimum Qualifications:

- Major/Minor in Biology, Ecology, Environmental Science or related field
- Interest in ecology or science education and/or community engagement and science communication
- Familiar with MS Office Suite applications
- Strong oral and written communication skills
- Relevant organizational skills such as event or project coordination
- Familiar with or interested in digital communication engagement

Compensation and Benefits:

This position is 100% grant-funded and subject to availability of grant funds. Salary will be \$18-\$24 per hour depending on academic and work experience. ESA offers a generous benefits package including retirement, medical insurance coverage, holidays, sick leave and personal leave.

Expectations:

- ESA offers a hybrid work environment with an average of two days required at ESA HQ every week
- The selected candidate should possess a driver's license, available to travel about 20% of the time (including weekends), and be comfortable driving a 15-passenger van
- The selected candidate should have experience working with the multiple audiences reached by the education programs

To Apply:

Please send resume, cover letter with 2 references via email to careers@esa.org by December 5, 2024. On Email Subject line, please state: "Education Programs Assistant" YOUR NAME".

Applications are accepted until December 20 or until filled. Only shortlisted candidate will be notified. Interviews will be scheduled beginning the week of December 9.

ESA is committed to a diverse workforce and is an Equal Opportunity Employer.