



Schoodic Institute at Acadia National Park
PO Box 277
Winter Harbor, ME 04693

Position Description: Science Engagement Coordinator (full-time, year-round position)
Dates: Spring 2022 - Spring 2024 (intension for long-term extension, dependent upon funding)
Reports to: Hannah Webber (Marine Ecology Director) and works with our intrepid Science and Education Team and with National Park Service partners.

Primary Responsibilities:

The Science Engagement Coordinator will orchestrate the research, teaching, and science communication experiences for early-career scientific research, environmental science education, and science communications fellows, technicians, and interns. The coordinator will work closely with Schoodic Institute and National Park Service science, communication, and education staff to create interdisciplinary and transformative experiences for the beginnings of science, education, communication, and conservation careers.

Working as part of a team, the coordinator helps foster an inclusive community of science in Acadia National Park. Rapid environmental change demands a more diverse and skilled next generation of conservation champions. The coordinator will work with staff and partners to create a work environment rooted in diversity and inclusion.

In 2022, we will kick off a new fellowship program, the Acadia Early-Career Fellowships in Science Research, Environmental Science Education, and Science Communication. The Science Engagement Coordinator will play a key role in building this exciting new fellowship program which will help span the college-to-career gap in STEM professions and conservation fields, engage learners of all ages in science, and advance science to inform park stewardship. Fellows will work with each other and with National Park Service and Schoodic Institute scientists, educators, resource managers, and communications staff on a variety of projects. The Science Engagement Coordinator will coordinate activities among the many collaborators, promote skill building and career development for fellows, will facilitate activities that build team cohesion, and will contribute to communications about the fellowship program. The coordinator will foster peer-to-peer relationships among the fellows, facilitate long-term mentoring relationships between fellows and more experienced staff, and craft onboarding and offboarding experiences to set each fellow up for success.

This is a new position at Schoodic Institute and reflects our growth and focus on workforce development in conservation. The coordinator will play a central role on our team and our intention is to make this a permanent role. We have two years of funding in place and are working on securing long-term support.

Duties:

- Manage logistics, coordination, and scheduling of field research and teaching activities for fellows, interns, technicians, and other early-career opportunities

- Work closely with Schoodic Institute and NPS science and education staff to develop interdisciplinary science, education, and science communication experiences, coordinate schedules, and ensure smooth and efficient operations
- Build and maintain relationships with partner organizations (e.g., NPS, universities, field stations)
- Recruit applicants, manage advertising, and lead selection process of seasonal positions
- Act as a liaison and resource contact for fellows and interns
- Organize trainings, orientations, and events
- Maintain fellowship databases and complete annual reports
- Coordinate Earthwatch citizen science expedition teams
- Contribute to the science communications of Schoodic Institute through written and visual media
- Work with development staff on fundraising efforts
- Assist with field research and education efforts as needed
- Perform field assignments in a variety of conditions (e.g., weather, terrain, diverse habitats),
- Follow safety and field operations policy and procedures

Qualifications and Job Requirements:

- Minimum of 3 years relevant professional experience
- Ability to work across multiple teams and coordinate collaborative efforts
- Demonstrated project management acumen
- Excellent written and verbal communication skills
- Proficiency with MS Office Suite (e.g., Excel, Word) and Google Sheets
- High level of attention to detail and accuracy
- Ability to work independently and as part of a team
- Strong work ethic and enthusiasm
- Must have permanent authorization for US employment

Preferred Experience, Knowledge, and Skills:

- Previous experience coordinating research and education programs
- Familiarity with data management, analysis, and synthesis
- Experience working at/with a non-profit organization and/or government agency
- Experience fostering positive experiences and mentoring for youth and early-career staff

About Schoodic Institute:

[Schoodic Institute at Acadia National Park](#) is a 501(c)3 non-profit organization. We are a partner of the National Park Service and center for inspiring science, learning, and community for a changing world. Schoodic Institute is advancing understanding of environmental change, developing conservation solutions, and engaging people in scientific discoveries. The Institute's goal is to be a national leader for research and education that fosters environmental stewardship and bright futures for parks and people. From its Acadia National Park Research Learning Center campus in coastal Maine, the Institute engages scientists, educators, students,



and the public in addressing complex challenges of a rapidly changing environment. We focus on forest, bird, and coastal ecosystems, global change, citizen science, and science communication. Our year-round campus includes classrooms, laboratories, and meeting spaces surrounded by wild, rugged shorelines and thousands of acres of spruce-fir forest. Campus infrastructure enables us to convene and host public events, and provides an inspirational setting for education and art programs, workshops, and conferences.

Schoodic Institute and the National Park Service are committed to increasing diversity in environmental science, education, and conservation. We are highly collaborative and inclusive, and we strive to make the team environment safe and free from bullying, harassment, and discrimination.

Location:

The coordinator's primary work location is the Schoodic Institute campus on the Schoodic Peninsula near Winter Harbor, ME. Work may occur throughout Acadia National Park and surrounding areas.

Compensation:

This salaried position includes health insurance and retirement benefits, and will have compensation commensurate with experience and available funding (\$37,000 - \$44,000 annual salary).

To apply:

Send cover letter and resume to search@schoodicinstitute.org.

Subject line: Science Engagement Coordinator

Schoodic Institute is an Equal Opportunity Employer

COVID-19 statement:

The job duties may be adjusted to accommodate COVID-19-specific safe working practices.

Application Deadline: February 11, 2022