



2026 Job Title and Description: Communications & Outreach Assistant

FLSA Status: Full-Time, Hourly, Non-Exempt

Supervisor: Marketing and Design Manager

Primary Work Location: Winter Harbor, Maine, on the Schoodic Institute campus within Acadia National Park. This role requires regular on-site presence and at community events, complemented by a hybrid schedule that allows for remote work.

Position Overview:

Join our team at Schoodic Institute, the primary partner in science and education for Acadia National Park. Based on a beautiful 100-acre campus in Winter Harbor, Maine, we are dedicated to inspiring conservation science, learning, and community for a changing world, in and beyond Acadia.

We are seeking a creative, detail-oriented, and curious Communications & Outreach Assistant to help drive our outreach and fundraising efforts. In this role, you will gain hands-on experience within a growing department, contributing to a team passionate about creating a better future for parks, people, and the planet.

Primary Responsibilities and Duties:

As the Communications & Outreach Assistant, you will work directly with our Marketing and Design Manager, Development Director, and Science Communication Specialist to support our communications, marketing, and fundraising initiatives. This is a unique opportunity to learn the ins and outs of nonprofit communications in a hands-on environment. Responsibilities will include:

- **Marketing Support:** Assist the Marketing and Design Manager on maintaining our website, promoting events, and interacting with our online communities.
- **Community Engagement:** Participate in Schoodic-hosted and local events. Meet with donors and support our outreach efforts.
- **Communications:** Collaborate with the Development Director, Marketing and Design Manager, and Science Communication Specialist to create and manage content for email campaigns, appeals, and social media.
- **Event Support:** Support planning, logistics, and execution of evening lectures and public events.
- **Fundraising Support:** Assist with gift processing, correspondence, donor acknowledgments, and event registrations.
- **Donor Stewardship:** Help maintain and update our donor database and support stewardship tasks to ensure our supporters feel valued and engaged.

Required Skills:

- Excellent written and verbal communication skills.
- Strong organizational skills with a keen eye for detail and accuracy.
- Able to prioritize and meet deadlines.
- Proficient in Microsoft Office (Word, Excel, PowerPoint) and Google Workspace.
- Experience with Adobe Creative Suite, particularly InDesign (preferred), and/or Canva.
- Comfortable working with data, interacting with donors, and collaborating in a diverse team environment.

Preferred Skills and Knowledge:

- 1-2 years of successful work in marketing/communications and/or a nonprofit organization.
- Familiarity with Acadia National Park or experience working on conserved lands.
- Interest in conservation science, climate adaptation, resource management, or K-12 outdoor education.
- Interest in communicating science via writing, videography, photography, and/or audio production.
- Familiarity with CRM software (e.g., Little Green Light, Raiser's Edge), email marketing platforms (e.g., Mailchimp), and content management systems (e.g., WordPress).
- Experience managing social media accounts.

Physical Requirements:

- The ability to work (sitting or standing) at a computer for extended periods of time
- The capacity to move around our campus for meetings and events, assisting with set up and breakdown of event equipment and materials, including lifting and moving tables, chairs, and tents (up to 30 lbs).
- Must have a valid driver's license and the ability to travel long distances by car for off-site events and outreach.

Employment Details and Compensation:

Schoodic Institute offers a generous employee compensation package for this full-time, year-round, non-exempt, benefits eligible position.

- **Hourly Rate:** \$18.00-\$22.00 per hour, commensurate with experience
- **Structure:** Hourly (40 hours per week). Primarily Monday to Friday, with occasional night and weekend events.
- **Benefits:** Health insurance, retirement savings with employer match, paid vacation, 11 paid holidays, and personal/sick leave, employer-paid basic life insurance, monthly cell phone allowance, and professional development opportunities.

To Apply:

Please submit your resume and cover letter in PDF format to search@schoodicinstitute.org with the subject line "Communications and Outreach Assistant."

Application Deadline: Preference given to applications received by **Monday, April 20, 2026.**

About Schoodic Institute

Established in 2004, Schoodic Institute at Acadia National Park is a 501(c)(3) nonprofit organization and Acadia National Park's primary partner in science and education. We are based in Winter Harbor, Maine, on Wabanaki homeland. Our mission is inspiring science, learning, and community for a changing world. Schoodic Institute's focus is understanding environmental change taking place in Acadia and beyond, and helping land managers respond and adapt.

Open year round, our 100-acre campus hosts groups of up to 150 people, and offers classrooms, lab space, overnight accommodations, dining, meeting space, and a 124-seat auditorium where we bring people together for immersive educational and professional development opportunities.

Schoodic Institute is committed to excellence in conservation science, education, and hospitality. We pride ourselves on a highly collaborative environment built on professional respect and mutual support. We maintain a workplace free from bullying and harassment. Team members are encouraged to share ideas, enthusiasm, and knowledge. We prioritize a cohesive team environment. Schoodic Institute is an Equal Opportunity Employer.

Inspiring science, learning, and community for a changing world