



Job Title: Projects and Grants Coordinator

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

Supervisor: Director of Science and Education

Work Location: Hancock County, Maine. Schoodic Institute campus and park headquarters within Acadia National Park. This is a hybrid position with remote work option. Regular in-person presence required for office and field site meetings.

Overview

The Projects and Grants Coordinator plays a vital role in supporting Schoodic Institute's mission of inspiring science, learning, and community for a changing world. This position is central to the operational success of our research initiatives, ensuring that conservation science projects are effectively coordinated, collaboratively executed, and fully compliant with federal and private grant funding requirements. The Coordinator will be the key administrative and logistical link between research scientists, resource managers (especially National Park Service staff), and the Institute's finance team.

This position does not supervise staff but coordinates closely with project leads, finance staff, and external partners. The typical portfolio includes 4-6 projects. Typical projects include vegetation and wildlife habitat restoration, bat surveys, intertidal research, archeological studies, and workshops, including research and workshops that blend Western and Indigenous science.

Primary Responsibilities and Duties

The Projects and Grants Coordinator is responsible for the successful administrative and financial oversight of a portfolio of projects and grants. Core responsibilities include:

1. **Project Facilitation:** Serve as the central point of coordination and communication to advance collaborative conservation science projects between the Institute (including scientists, educators, and finance staff), National Park Service, and external research partners.
 - Convene and facilitate regular project meetings to coordinate tasks, review progress, and communicate key updates and requirements.
 - Develop and maintain project timelines, tracking milestones, and deliverables for all assigned grant-funded activities.
 - Manage contractor relationships, including coordinating the contractor bid process, tracking service delivery, and processing invoices.
2. **Financial and Grant Administration:** Support the financial life cycle of federal and private grants, ensuring strict adherence to expenditure rules, reporting deadlines, and performance metrics.
 - Track and manage restricted grant expenses, monitoring budget burn rates and ensuring all expenditures are in line with grant budgets and funder agreements.

- Work closely with the finance department to process and reconcile project-related transactions, ensuring accurate coding and documentation.
 - Help compile annual project performance and financial reports for federal grants, submitting them by required deadlines.
3. **Organizational and Partnership Support:** Maintain strong working relationships with Institute staff, National Park Service resource management staff, and various contractors to ensure smooth project implementation.
- Maintain comprehensive electronic files for all project documents, grant awards, contracts, and financial records to ensure audit readiness.
 - Assist with the development of grant proposals and budgets, providing supporting data and administrative documentation as needed.

Qualifications

- **Education:** Bachelor's degree in a relevant field such as Non-Profit Management, Conservation Science, Public Administration, Business, or a related discipline.
- **Experience:** 1–3 years of professional experience in project coordination, administrative support, or grants management, preferably within a nonprofit, government, or research setting. Demonstrated experience gained through internships or relevant academic projects will be considered.
- **Skills:**
 - Exceptional organizational skills and attention to detail, particularly in managing deadlines and complex financial documentation.
 - Proven ability to coordinate complex schedules, manage multiple priorities simultaneously, and take initiative in a fast-paced environment.
 - Excellent written and verbal communication skills, including the ability to communicate technical or financial information clearly to diverse audiences (scientists, managers, funders).

Preferred Skills and Knowledge

- Working knowledge of standard accounting principles related to grant reporting (developing grant budget templates, tracking expenditures, preparing budget revisions, and real-time financial reporting to manage grant lifecycles).
- Experience facilitating meetings with diverse stakeholders (academic, government, non-profit).
- Familiarity with conservation science, ecological research, or resource management issues.
- Proficiency with project management software and financial tracking systems.

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:** \$19.00-\$24.00 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, 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 and use the subject line “Projects and Grants Coordinator” for full consideration.

Application Deadline: Applications are reviewed on a rolling basis. Interested candidates are encouraged to apply early for full consideration.

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.