



PROJECT SCIENTIST

The **Project Scientist** is a field and office support position designed to assist project managers with various environmental projects. Tasks may include data management, scientific research/literature reviews, technical writing, GIS mapping, and field surveys. The Project Scientist will be assigned tasks by senior staff and be expected to complete all tasks efficiently and with attention to detail.

QUALIFICATIONS

- ▶ Bachelor's degree + 1 year experience.
- ▶ Excellent written and verbal communications skills.
- ▶ Independent worker, willing to work remotely.
- ▶ Ability to work on multiple projects simultaneously.
- ▶ Good mathematical skills including data management.
- ▶ Willing to work outdoors under various environmental conditions.

RESPONSIBILITIES

- ▶ Carry out all responsibilities professionally and promptly.
- ▶ Show initiative and teamwork.
- ▶ Provide clear and consistent communication on an ongoing basis.

WORK DUTIES

- ▶ Administrative duties may include attending weekly phone/Zoom calls with project staff, submitting accurate bi-weekly timesheets, etc.
- ▶ Office work such as technical writing for environmental reports, data organization and analysis, GIS mapping, and research assignments such as scientific literature reviews.
- ▶ Field work such as watershed surveys, lake/stream monitoring or other environmental assessments as assigned by project managers.
- ▶ Work environment- The Project Scientist is expected to work independently from a remote office of choice with frequent check-ins with EI Project Managers via email and phone/video conference. Weekly in-person meetings with staff in Manchester, ME or Portland.

TIME & DURATION OF POSITION

- ▶ The Project Scientist position is a temporary position that may evolve into a permanent position with support of a solid project workload and budget.
- ▶ Some travel and weekend work may be required.

ECOINSTINCTS RESPONSIBILITIES

- ▶ Provide clear and concise expectations and time estimates for all project tasks.
- ▶ Provide opportunities for regular meetings to discuss project progress and challenges.
- ▶ Allow for professional growth through attendance of staff meetings, project meetings, and applicable workshops.
- ▶ Provide field and office equipment as needed to complete requested assignments.

COMPENSATION

- ▶ The Project Scientist will be paid on an hourly basis (up to 40 hours/week), or as the workload demands, and as agreed upon by both the employee and employer. The hourly rate is \$18-22 commensurate with experience.
- ▶ Project expenses including mileage to project sites/meetings will be reimbursed.
- ▶ PTO, health insurance and retirement is available for all full time, permanent EcoInstincts employees following a three month probationary period. This includes holiday pay, vacation, sick leave, health insurance and retirement following three months of employment.

TO APPLY

Please send a resume and cover letter to katie@ecoinstincts.com.