**Yellowstone Program Assistant**

**Missoula, Montana, USA**

*Open until filled*

**About Ecology Project International (EPI):**

EPI is an international non-profit organization dedicated to addressing critical conservation issues through field-based partnerships between local experts and high school students. We engage youth from local communities and visiting youth from other regions in applied conservation as they learn about and help protect threatened species and habitats. Through EPI’s programs in the U.S. and Latin America, teens are inspired and empowered to engage in conservation efforts at home and worldwide.

**Description:**

The Yellowstone program assistant will support our Yellowstone Wildlife Ecology (summer & winter) and Bitterroot Wildlife Internship (BWI) programs. The Yellowstone program assistant is responsible for coordinating logistical, vendor, and administrative details to ensure smooth operation of approximately 30 Yellowstone courses and two Bitterroot Wildlife Internship sessions scheduled for the field season (January – August). In addition, the program assistant will support delivery of field staff training at the start of the field seasons and season close activities at the end of the season. During the non-field season this position help with gear and vehicle maintenance, vendor review and acquisition, student recruitment, program evaluation, and planning.

The Yellowstone program assistant may be called upon to act as an emergency or planned back-up to our Yellowstone and Bitterroot Wildlife Internship field staff. This will be dependent on program need, program assistant availability, and the assistant’s prior field experience and credentials.

This position is based in Missoula, Montana with time spent in the Greater Yellowstone Ecosystem and at our BWI partner’s property in the Bitterroot Valley. The Yellowstone program assistant reports to the Yellowstone program supervisor.

**Primary Responsibilities:**

* Gear purchasing, maintenance, and management for both programs;
* Meal planning, shopping list preparation, & food purchasing/ordering;
* Vehicle purchasing, maintenance, cleaning, and transportation;
* Manage vendor reservations, communications, and invoice processing;
* Help monitoring and responding to the 24hr a day field phone during field season, including some weekends;
* Preparation of BWI intern & YEL participant materials (e.g. student journals, diplomas, etc.);
* Preparation of course accordions and instructor training materials;
* Assist with planning of BWI intern/researcher meet & greet and end of season symposium;
* Prepare online training materials for field staff and monitor staff progress;
* Support delivery of field staff training;
* Assist in procurement, furnishing, and maintenance of field staff house in Missoula;
* Compile detailed financial information for all courses;
* Assist with social media posting (Facebook and Instagram);
* Assist with mailings and other administrative tasks as requested;
* A punctual, detail-oriented, thorough, and independent approach to work.
* **Additional Opportunities:** Collection and processing of participant paperwork;
* Course evaluation and assessment data analysis;
* Local student recruitment;
* Planning and running outreach activities;
* Course instruction or interning.

**Qualifications:**

***Required***

* Experience developing and implementing gear, food, and paperwork organization systems
* Bachelor’s degree in biological sciences, education, or other related field
* Prior experience managing data and projects with online platforms, such as SalesForce, Asana, Trello, etc.
* Proficiency with Microsoft Office products: Word, Excel, PowerPoint, Publisher
* Proficiency with social media platforms: Facebook, Instagram, Twitter
* Exceptional attention to detail and an organized approach to all work
* Ability to work independently with a high level of initiative & flexibility
* Ability to handle simultaneous, complex projects
* Ability to work in a fast-paced, open office atmosphere
* Strong verbal and written communication skills
* Minimum 21 years of age; with a valid driver’s license and insurable driving record
* Basic vehicle maintenance skills: checking oil, maintaining tires, changing bulbs, etc.

***Preferred***

* Wilderness First Responder certification
* Leave No Trace Trainer or Master Educator certification
* Experiential education experience
* Vendor management experience
* Experience planning events
* Statistical data analysis and presentation experience
* Proficiency with the Adobe CreativeSuite; particularly InDesign.

**Schedule:**

The Yellowstone program assistant is a 40 hour/week and based in Missoula, Montana. Some evening, weekend, and holiday work will be required, especially during the field season (flex and comp time are available).

**Compensation:**

$27,000/year. Additionally, this position is eligible for participation in benefits including health, vision, and dental, as well as, paid time off and holidays.

**To apply:**

You must be able to legally work in the US to apply. Applications for this position will only be accepted electronically. Please click [here](http://ecologyproject.submittable.com/submit/40067) to apply.

**Questions** can be directed to [Brendan Casey](mailto:brendan@ecologyproject.org), Yellowstone Program Supervisor, 406-721-8784