

Administrative Assistant Job Announcement

Field Projects international (FPI) is a 501c(3) nonprofit organization based in California that facilitates conservation and wildlife research and provides educational opportunities at international locations. FPI currently seeks to fill a part-time **Administrative Assistant** position (15 - 30 hrs per week). The ideal candidate for this position will have several years experience, or equivalent training, in administrative work. A background in the fields of biology, education, research, or conservation is a plus.

Job functions will include, but are not limited to:

- Email correspondence
- Organizing meetings
- Travel coordination
- Workshop coordination
- Scheduling
- Purchase and order tracking
- Summarizing information and generating written content

Working hours will be flexible, but must generally adhere to US Pacific Standard Time. Work will be conducted remotely, and the ideal candidate should have an appropriate home office, or other office space, that they can reliably access. Aside from experience with the above functions, FPI has a preference for candidates that meet the following criteria:

- Strong oral and written communication skills
- Organizational skills (especially experience with platforms such as Asana, Slack, Google Suite, and Quip)
- An interest in FPI's mission
- Willingness to learn
- Punctuality
- Goal-oriented

FPI is led by a small but dedicated team that is willing to put in hard work as the situation demands it to achieve our scientific, conservation, and educational aims. How do we more effectively survey forests and wildlife in areas with increasing anthropogenic disturbance? How do we better equip and engage local stakeholders to combat forest loss, habitat degradation, and monitor for threatened species? How do we get international communities to notice and care about habitat loss that is a world away? The person who joins our team will gain a great deal of experience on these topics, while also providing vital support to the organization.

Qualified applicants should complete [this online application form](#), which asks for PDFs of your resume, cover letter, and two writing samples. You will also be asked for two professional references.

****This is a part-time position that does not offer employee benefits.**

Field Projects International is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws