

## **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 (20 - 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
- Scheduling and organizing meetings
- Travel coordination
- Workshop coordination
- Purchase and order tracking
- Supporting organizational accounting and grant reporting
- Summarizing scientific information and generating written content.

Working hours will be flexible, but must generally adhere to US Pacific Standard Time. Work will be conducted remotely, however strong preference will be given to candidates based in Southern California. Candidates should have an appropriate home office, or other space that they can reliably access, with their own computer and adequate internet coverage. Aside from experience with the job functions listed above, FPI has a preference for candidates that possess the following:

- Strong oral and written communication skills
- Professional organization and productivity skills (especially with experience using platforms such as Asana, Slack, Google Suite, Quip, etc.)
- Familiarity with accounting software
- An interest in FPI's mission
- Willingness to learn
- Consistent punctuality and a goal-oriented outlook.

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 one writing sample. You will also be asked for two professional references.

Competitive compensation will be hourly and commensurate with experience level. Please note, 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*