

Fwd: Job Opening at Eagle Hill - Administrative Assistant for Natural History Programs

1 message

Sean Beckett <sean.r.beckett@gmail.com>
To: Carolyn Loeb <cdloeb@gmail.com>

Mon, Nov 4, 2024 at 9:35 AM

Sean Beckett



----- Forwarded message -----

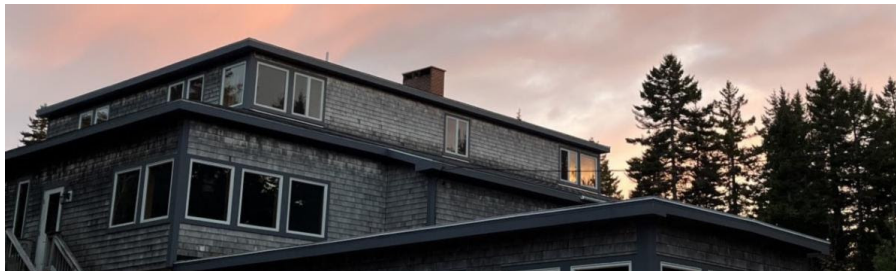
From: **Sonia DeYoung** <sonia.deyoung@uvm.edu>
Date: Thu, Oct 31, 2024 at 3:05 PM
Subject: Fwd: Job Opening at Eagle Hill - Administrative Assistant for Natural History Programs
To: Sean Beckett <sean.r.beckett@gmail.com>

One for the job board!

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From: **Eagle Hill Institute** <joerg@eaglehill.us>
Date: Thu, Oct 31, 2024 at 2:58 PM
Subject: Job Opening at Eagle Hill - Administrative Assistant for Natural History Programs
To: Sonia DeYoung <Sonia.DeYoung@uvm.edu>

Job Opening at the Eagle Hill Institute Administrative Assistant for Natural History Programs



The Eagle Hill Institute (EHI) is looking for someone to join our team as an administrative assistant for our natural history programs. EHI is a 501(c)(3) scientific and literary nonprofit organization located on a 150-acre nature preserve on the coast of Maine (Steuben) which is dedicated to contributing to a greater interest in scholarly and educational pursuits, especially in the natural history sciences. We publish [eleven peer-reviewed journals](#); organize [in-person and online seminars](#); organize the annual [Northeast Natural History Conference](#); and host various community programs ([lectures](#), [discussion forums](#), and [concerts](#)).

The administrative assistant for our natural history programs will work with other EHI staff to help manage our journals, natural history seminars, and the conference. Depending on applicants' interests and skills, responsibilities may include: managing and expanding existing programs and launching new ones; handling correspondence with seminar instructors and participants, conference session leaders and participants, and/or authors and editors; managing registration databases; and creating and publishing content for our social media accounts.

This career-track, entry-level position is in-person (not remote), year-round, and part time (potentially full time and developable). Experience with the Microsoft Office suite, Google Workspace, and/or Adobe Creative suite is preferred. Training will be provided.

Start-date is flexible. Ideal applicants are creative, open to taking on program leadership and creative responsibilities, have excellent communication skills, work well with a team and independently, and have an interest in networking with the global natural history science community. Employee housing is available.

Applications will be accepted on a rolling basis. Please send your resume, cover letter, three references, and any questions to Chase Uy (chase@eaglehill.us).

Eagle Hill Institute | [59 Eagle Hill Road](#) | Steuben, ME 04680 US

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