Position title: Research Coordinator

SSSC Status: Regular, Fulltime, Overtime Exempt
Supervised by: Research Director
Compensation: $38,000 - $40,000/year DOE
Salaried, Holiday and Leave as outlined in SSSC Employee Handbook
Place of Work: 834 Lincoln St., Sitka Alaska

Summary:
The Sitka Sound Science Center (SSSC) is a small 501(3c) non-profit whose mission is to increase the understanding and awareness of terrestrial and aquatic ecosystems through education and research. A can-do attitude and willingness to pitch in where needed are essential to the Coordinator’s success. The Research Coordinator is the conduit for information flowing between visiting researchers, research partners, the Research Director, Operations Manager and other SSSC staff. The Coordinator ensures that logistical and internal needs relating to the research mission are dealt with efficiently and competently.

Research Coordinator:
The Research Coordinator serves as the primary point of contact for visiting researchers and collaborates directly with the Research Director and the Operations Manager to ensure visiting researchers’ needs are met. This position will coordinate with multiple research groups before and during their time in Sitka to ensure schedule, space, equipment, and other needs are met. The ability to communicate with a diverse group of people and anticipate their needs is essential.

The Research Coordinator also provides technical services for research projects conducted by the SSSC. The SSSC conducts a range of research projects involving partners from a wide variety of scientific disciplines. The Research Coordinator should be ready to plan projects, provide logistics, assist with or lead field campaigns, manage and analyze data, and write reports. Good writing and organizational skills are necessary for this position.

The Coordinator connects research activities to the education team by providing ideas, information, coordination, and support critical to developing education programming related to SSSC research. In addition, the SSSC maintains a Scientist in Residence Fellowship where researchers live in Sitka for a month and interact with the community in formal and informal settings. The Coordinator will also be responsible for the Fellow’s travel logistics, coordinating the Fellow’s activities with the education team and arranging for the Fellow to participate informally with the public. Good communication and organizational skills are necessary for these duties.
**Qualifications:**
The SSSC values alternative ways of acquiring knowledge and skills and does not necessarily have strict educational requirements. We value team players with the ability to communicate, think critically and provide solutions. If you are able to meet these criteria then you should be prepared to draw from your experience and/or education to offer as many of the following as possible:

- An overview of your experience working in field or lab sciences
- Demonstration of your excellent communication skills
- An example of your ability to write
- Evidence of your ability to think critically and/or quantitatively
- A description of your experience working in a collaborative environment
- A description of your experience in providing logistics
- Evidence of your Diver certification and boat handling experience
- Evidence that you have a valid U.S. Driver’s license
- Agreement that you are able to work in remote locations under arduous conditions and carry loads up to 50 pounds
- A review of your understanding of the geography and people of southeastern Alaska

The Sitka Sound Science Center is a non-profit dedicated to scientific research and science education relevant to our community, region, and state. SSSC strives to create a supportive and fun work environment with flexible work schedules and significant leave benefits to allow our employees a great work/life balance and opportunities to get out and play.

Sitka Sound Science Center is an equal opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.

Application will be considered on a rolling basis. If interested please send cover letter and resume to the Research Director, Ron Heintz at rheintz@sitkascience.org. Use “Research Coordinator” as the subject.