



**Ecosphere Studies Associate
Salina, KS
Full Time**

Position Summary

The full time Ecosphere Studies Associate will provide administrative and operations support to the Director of Ecosphere Studies at The Land Institute and virtual support at a distance for the Director of the New Perennials Project at the Rockefeller Family Foundation, an organization with which The Land Institute collaborates. The Associate will join a highly collaborative, interdisciplinary research and education team.

About the Organization

The Land Institute is working on a solution to one of humankind's most critical challenges: how to produce food without destroying precious soil, water, and ecological resources. The Land Institute's core activity is research to create a "natural systems agriculture" that mimics the processes and structure of natural ecosystems like the prairie. This research is focused on creating an ensemble of perennial high-seed-yielding grain, legume, and oilseed plants that can be grown in various combinations, that is, an agriculture of perennial polycultures that can meet human needs into the future.

Ecosphere Studies is an emerging research and education program at The Land Institute that aims to change our ways of thinking about and living within the world, through experimental projects with a perennial perspective. The Ecosphere is the creative, living globe that is our home. Rather than viewing Earth as a planet composed of living and non-living parts, and people as separate from our environments, Ecosphere Studies understands and imagines human communities as nestled within ecosystems.

The Land Institute is located in Salina, Kansas, along the banks of the Smoky Hill River at the border of medium and tall grass prairies, making it an ideal location for its research mission. For more information, please visit www.landinstitute.org.

Responsibilities

- Proactively manage travel logistics for the Director of Ecosphere Studies and Director of the New Perennials Project, including transportation, lodging, and other details; coordinate with host organizations; provide staff with appropriate itinerary and travel information; and prepare reimbursement requests for travel expenses.

- Assist with Ecosphere Studies and New Perennials Project writings, lectures, and research, including preparing presentations and editing materials.
- Support lead staff in managing Ecosphere Studies and New Perennials Project budgets, including tracking spending and helping to generate reports.
- Lead planning, organization, travel arrangements, and hosting details for workshops and other team events that involve visiting researchers and students, both on- and off-site of The Land Institute.
- Manage internal team communications through online project management software, including serving as a virtual assistant to the Director of the New Perennials Project.
- Manage programmatic emails and incoming general requests from outside parties by email and phone to Ecosphere Studies and the New Perennials Project.
- Curate and maintain a well-organized and easily searchable archive of relevant program and project emails, correspondence, and other documents.
- Maintain Ecosphere Studies and New Perennials Project calendars and properly communicate scheduled activities to appropriate staff.
- Assist with annual Prairie Festival.
- Perform other clerical duties as needed, such as filing, scanning, and photocopying.

Qualifications

- High school diploma or general education degree (GED) required, bachelor's degree preferred.
- Three to five years of related work experience preferred.
- Excellent written and verbal communication skills, especially computer literacy through collaborative digital mediums and software systems.
- Basic financial literacy, with some experience in budget management preferred.
- Strong organizational skills with the ability to multi-task and meet deadlines.
- Ability to take initiative and anticipate team needs.
- Excellent time management skills and the ability to prioritize work.
- Demonstrated accuracy, thoroughness, and good attention to detail.
- Adherence to policies and procedures; support for organization's goals and values.
- Intellectual curiosity and interest in Ecosphere Studies a plus.

Compensation

The Land Institute offers an excellent benefits package and a competitive salary that is commensurate with experience.

To Apply

To be considered for this position, interested candidates should submit a resume, cover letter, and contact information for three references to careers@landinstitute.org. Review of applications will begin April 30, 2018. Position will remain open until filled.

The Land Institute is an equal opportunity employer and actively encourages applications from women and people of all ethnic and national origins and sexual orientations.