



Position Description

Date: September 3, 2026

Title: Education Programs Assistant

Unit: Education and Diversity Programs

Supervisor: Teresa Mourad, Director of Education and Diversity Programs

Classification: Temporary Part-time

Position Location: ESA HQ is located in Washington DC. Telework is an option.

Society Background

Built on 115 years of professional service, the Ecological Society of America (ESA) is a membership association of ecologists, with 8,000 scientists, researchers, practitioners, policymakers, and educators dedicated to the science of ecology. Our mission is to advance the science and practice of ecology and to support ecologists throughout their careers. ESA envisions a future where people embrace science to understand and foster a thriving planet.

Description

This is a temporary part-time position which is expected to support and assist in the implementation of ESA's Education Programs and. Currently, these programs include:

- [Ecologies of a Changing Planet conference](#)
- [ESA Excellence in Ecology Scholarship \(EEE\)](#)
- [Four-Dimensional Ecology Education \(4DEE\)](#)
- [SciComm in the Parks \(SCIP\)](#)
- [SEEDS](#)

The duties of the Education Programs Assistant may include, but are not limited to, assisting in organizing virtual meeting logistics, tracking participant completion of program expectations and updating webpages. The ideal candidate will be well-organized, detail-oriented and have some ecology or science education background, be comfortable in

virtual meeting environments, and able to create friendly spaces that place all participants at ease.

Duties

The primary duties of the Education Programs Assistant are to:

- Assist with meetings and events logistics
- Track participant activities for completion requirements
- Assist in updating relevant project websites
- Produce program newsletter and other communications as needed
- Perform other related tasks as needed

Minimum Qualifications

- Major/Minor in Biology, Ecology, Environmental Science or related field
- Interest in ecology or science education and/or community engagement and science communication
- Familiar with MS Office Suite applications
- Strong oral and written communication skills
- Relevant organizational skills such as event or project coordination
- Familiar with or interested in digital communication engagement

Current undergraduate students or recent graduates are welcome to apply.

Compensation and Benefits

This is a part-time temporary position with a minimum commitment of 15-20 hours per week. The position is expected to be available for about 25-30 weeks.

Salary will be \$18.40 per hour with no benefits. ESA will cover the 7.65% FICA tax.

Expectations

- ESA offers a hybrid work environment. Remote work is an option.
- The selected candidate should have experience working with the multiple audiences reached by the education programs

To Apply

Please send resume, cover letter with 2 references via email to careers@esa.org. On Email Subject line, please state: "Education Programs Assistant" YOUR NAME".

Applications are accepted on a rolling basis until filled. Priority consideration will be given to applications received by September 10. Only shortlisted candidate will be notified. Interviews will be scheduled beginning the week of September 14.

ESA is committed to a diverse workforce and is an Equal Opportunity Employer.