



Join the Ecdysis Foundation team as an

Administrative Support Specialist

\$22-25/h (dependent on experience); 30-40 h/wk

Start date: Immediate

Health insurance and benefits package are included

Ecdysis Foundation
Blue Dasher Farm
46958 188th Street
Estelline, SD, 57234

www.ecdysis.bio; www.bluedasher.farm

About Ecdysis Foundation

We are using grass-roots science to save the planet, and helping farmers while we do it. Regenerative agriculture promotes soil health and conserves life, while producing nutritious food profitably. At Ecdysis Foundation, we are rethinking the application of science to support regenerative agriculture through cutting edge research, education, and demonstration. Ecdysis Foundation is housed at Blue Dasher Farm, an operating regenerative farm that produces honey, eggs, chickens, lamb, and seed for our community.

Preferred Qualifications

Bachelor's degree in business or related field or demonstrated experience in administrative management. Knowledge of current computer systems and software. Ability to make sound judgments, assume responsibility, and maintain accurate records.

Knowledge, Skills, and Abilities

Proficient skills with Microsoft Office Suite, other software as needed
Excellent verbal, written, and proofreading skills
Evidence of project management, organizational and administrative skills
Ability to manage multiple projects, priorities, and deadlines
Ability to work both collaboratively and independently
Excellent interpersonal, time management and documentation skills
Strong managerial and organizational skills.

Duties for this position

This position reports directly to the Executive Director and is responsible for keeping and maintaining personnel records and meeting minutes; purchasing and basic book-keeping. Maintaining database of suppliers and list of contacts; maintaining the office to include calendar, speaking and travel arrangements, acting as a friendly and welcoming point of contact for visitors; creating policy and procedures documents and helping to develop position descriptions for staff; coordinating Ecdysis grant reports; organizing and completing special projects. Ecdysis is an Equal Opportunity Employer.

To apply, please e-mail a resume and list of three references to
Dr. Jonathan Lundgren; Jonathan.lundgren@ecdysis.bio