



Join the Ecdysis Foundation team as an

## **Administrative Manager**

\$16/h; 30-40 h/wk

Start date: Immediate

Health insurance stipend available based on need.

Ecdysis Foundation  
Blue Dasher Farm  
46958 188<sup>th</sup> Street  
Estelline, SD, 57234

[www.ecdysis.bio](http://www.ecdysis.bio); [www.bluedasher.farm](http://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 Director and is responsible for keeping and maintaining personnel records and meeting minutes; ordering supplies as needed and maintaining database of suppliers; maintaining the office to include calendar, speaking and travel arrangements, acting as a friendly and welcoming point of contact for visitors; creating and updating lists of contacts; coordinating Ecdysis grant reports; organizing and completing special projects.

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