

JOB NOTICE: Program Assistant

The Rhode Island Natural History Survey seeks to hire a part-time, administrative Program Assistant. A dynamic non-profit based in Kingston, RI, the Survey undertakes a wide range of activities, including research, publications, and project facilitation, as well as public programs, focused on biodiversity science and conservation. The position is funded for 15 hours a week for a minimum of 12 months from the date of hire.

Description:

The Program Assistant supports the Survey's Program Administrator and other staff to further the smooth running of the organization. Specific tasks include but are not limited to clerical office tasks, member management and data entry, basic bookkeeping, electronic and print communications, and assistance with event planning and execution. An interest in biodiversity and the natural world is a must; experience in environmental science, resource management, or conservation is a plus.

Required qualifications:

- Ability to work productively and positively with diverse individuals and groups.
- Careful attention to detail and protocols.
- Ability to work independently and as part of a team.
- Excellent interpersonal communication skills, both written and verbal.
- Fluency with PC based Microsoft Office and Google Workspace.
- A valid driver's license and access to a personal vehicle.

Preferred qualifications:

- Experience with Little Green Light or similar customer relationship mgt. software.
- Familiarity with QuickBooks accounting software.
- Experience with Constant Contact or similar email communication platform.
- Website maintenance (WordPress) experience.

The Program Assistant reports to the Program Administrator. This is an in-person position based at the Survey offices in Kingston, RI. Remote work arrangements are not possible. The 15-hour work week will be based on a mutually agreed schedule during normal working hours (9am to 6pm), and include occasional evening / weekend hours with advance notice. Travel throughout the state in the course of work may be requested. The pay is \$25/hour; the position is not eligible for the Survey's employee benefits package. The Survey is an equal opportunity employer; all genders and ethnicities are encouraged to apply.

To apply, please send a cover letter, resume, and the contact information of three references to Joanne Riccitelli at jobs@rinhs.org with the subject line "Program Assistant Application." Application review will begin on July, 20 2026 and continue until a suitable candidate is found.

The Survey is a member-supported non-profit founded in 1994. To promote ecosystem resilience, the Survey collects, organizes, and disseminates information on Rhode Island's biodiversity and ecosystems. We engage curious observers of all ages—professionals, amateurs, scientists, artists—in field-based experiences that build connections to science, conservation, and the natural world. For more information visit rinhs.org.