

# Shaw Institute

## Summer Receptionist

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Shaw Institute (formerly Marine Environmental & Research Institute) seeks an outgoing and personable individual to answer phones and interact with the visiting public for 20 hours a week, June through August.

**Organization:** Shaw Institute, Blue Hill Research Center. Location: Blue Hill, Maine; coastal village approximately three hours north of Portland, an hour from Bar Harbor and a half hour from Ellsworth.

### Organization Overview

Shaw Institute is a nonprofit 501(c)3 scientific research organization based in Maine and New York City. Its mission is to discover and expose environmental health threats through innovative science and engage in strategic partnerships to improve human and ecological health. Founded in 1990 by leading environmental scientist Dr. Susan Shaw, the Institute is globally recognized for pioneering high-impact research on plastic and microplastic pollution, POPs (flame retardants), marine mammal as sentinels, climate change, and oil spills that has fueled public policy and societal change nationally and internationally. To learn more about our work, visit [www.shawinstitute.org](http://www.shawinstitute.org).

### Job Description

The primary focus of this position is public relations and communication. The individual in this position will answer the phone, greet guests, answer questions about the Institute and our research, track visits to the center and the type of information requested by visitors, maintain the online staff calendar, mailing lists and literature, demonstrate simple lobby exhibits, and provide administrative support for projects as needed. Evening hours may be required for the monthly lecture series.

The ideal candidate will possess a personal interest in environmental research and a commitment to the mission of the organization. This position is ideal for a punctual, outgoing, personable individual with strong communication skills. Professional attire is required.

### Qualifications

Applicants must be comfortable interacting with the general public and must possess strong organizational and multi-tasking skills. Experience with Microsoft Office suite, including Word, PowerPoint and Excel, is required as is some familiarity with MailChimp. Only US citizens or lawful permanent residents should apply. Position requires some physical activity and applicant should be able to lift up to 40 lbs.

### Time Requirements:

June – August, part-time (20 hours/week); additional hours to be agreed upon by employee and Director.

### Apply:

If you are interested in applying for this position, please submit a cover letter outlining your experience and why you are interested in the position along with a single-page resume to the Blue Hill Research Center at [rcarino@shawinstitute.org](mailto:rcarino@shawinstitute.org) with "Receptionist" in the subject line, or by mail to:

Shaw Institute, Blue Hill Research Center  
PO Box 1652, Blue Hill, ME 04614  
Website: [www.shawinstitute.org](http://www.shawinstitute.org)

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