

*This full-time position is pending approval by the Smithsonian. Closing date will be announced soon. Telecommuting may be an option; please inquire.*

## **Species Pages Coordinator, Encyclopedia of Life**

The Encyclopedia of Life (EOL) is a collaborative effort to construct a web site for each of the species now known to be present on Earth, and make them all accessible through a single portal. Over the next five years, the EOL aims to (a) generate a million species pages, each one of which will be verified by an expert, (b) digitize a large portion of biodiversity literature, (c) generate educational materials for students, schools and universities, and (d) become a resource to generate new synthetic knowledge about the world's biodiversity.

The EOL brings together several of the world's leading natural history institutions, the Field Museum, the Museum of Comparative Zoology (Harvard University), the Marine Biological Laboratory at Woods Hole, the National Museum of Natural History (Smithsonian Institution) and the Biodiversity Heritage Library consortium. Other institutions from across the United States and around the world will be invited as collaborators.

The EOL is currently supported by grants from the John D. and Catherine T. MacArthur Foundation and the Alfred P. Sloan Foundation.

The Species Pages Coordinator will be a member of the Species Pages Group which is hosted, along with the Secretariat, by the National Museum of Natural History of the Smithsonian Institution in Washington, DC. The Species Page Coordinator works under the supervision of the Director of the Species Pages Group.

### **Major responsibilities:**

As delegated by the Director of the Species Pages Group, the Species Page Coordinator:

1. Assists in developing and supporting EOL's relationships with institutions, organizations, and individuals who provide content for species pages.
2. Collaborates with the other EOL components, especially the Education and Outreach Group and Biodiversity Informatics Group, to help design and improve the species pages and tools used to supply information for pages. Helps to support the scientific community and the general public as they use these tools.
3. In cooperation with the Biodiversity Synthesis Group, assists in planning and implementing international meetings to help the scientific community synthesize plans for preparing species pages for particular taxonomic groups, geographical regions, or themes.

4. Assists in developing and supporting networks of individuals who act as curators (authenticators) of information on the EOL species pages, in part through communication with national and international scientific societies and other organizations.
5. Represents the EOL and its partners as a scientific, technical, and programmatic expert at national and international meetings, workshops, conferences, and presentations.
6. Other duties as assigned.

**Qualifications:**

- Graduate degree (PhD preferred) in biological sciences or related field
- Excellent knowledge of taxonomy and of national and international taxonomic societies
- Excellent interpersonal and networking skills
- Good understanding of biodiversity informatics and social networking
- Must be fluent in written and spoken English; working knowledge of at least one other language desirable

For additional information on the Encyclopedia of Life, visit the website at [www.eol.org](http://www.eol.org) or contact the EOL Secretariat at [secretariat@eol.org](mailto:secretariat@eol.org). For more information about the Species Pages Group or this position, contact the Director, Cynthia Parr, at [parrc@si.edu](mailto:parrc@si.edu), 202.633.8730.

This position is supported by a grant. The incumbent is eligible for enrollment in the Smithsonian trust benefit program.

**To Apply:**

E-mail your CV and cover letter to the EOL Secretariat at [secretariat@eol.org](mailto:secretariat@eol.org). Please write 'Species Pages Coordinator' in the subject line.

EOL and the Smithsonian Institution are Equal Opportunity Employers.