Science Network Assistant  
Center for Science and Democracy  
Washington, DC Office

The Position
The UCS Science Network is home to thousands of scientists, engineers, economists, public health specialists, and other experts throughout the country who share the desire to put their knowledge to work in protecting our health, safety, and environment. The Science Network enables technical experts to advance the role of science in tackling today’s most complex problems.

The Science Network assistant is the glue that holds the network's team together. S/he provides administrative support for the Network, implements skills-building workshops, coordinates and tracks spending, staffs special events, and helps coordinate expert engagement opportunities throughout UCS. Responsibilities include:

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• Supporting Science Network engagement throughout all UCS programs
• Assisting the Science Network team in publicizing examples of successful scientist engagement
• Taking notes at cross-organizational meetings ensuring follow up
• Tracking the Science Network budget and ensuring all financial procedures are followed
• Welcoming and cultivating new Science Network members.
• Ensuring that staff coordinate, record, and report back on engagement efforts.
• Supporting the UCS presence at scientific conferences
• Assist in developing web and other online content
• Taking care of logistics for special events.
• Supporting efforts to diversify the Science Network and ensure that all activities are accessible and inclusive

In addition, the assistant spearheads the Science Network Workshop Series, overseeing all logistics, recruiting and preparing speakers for success, promoting and running webinars, and ensuring quality follow-up activities for webinar attendees. As part of the staff for the UCS Center for Science
and Democracy (the Center), the assistant will also support Center activities. Qualifications and experience

The ideal candidate will have strong administrative and organizational skills and the ability to track and keep tabs on multiple projects and initiatives. The position requires a bachelor’s degree or equivalent experience in a related field. A working knowledge of campaign organizing and government policy making is required. Strong written and oral communication skills, including the ability to interact effectively with a diverse array of individuals, including professionals who may be expert and/or prominent in their fields is necessary, as are strong computer skills. At least two years of relevant and comparable experience in an administrative, outreach, organizing, campaign, or advocacy position is required.

Experience managing budgets or contracts and maintaining databases is strongly preferred. Capacity to manage multiple priorities and to be flexible to respond to fast-changing organizational needs. Demonstrable experience working in project teams or on cross-departmental projects is a must. At UCS, comparable training and/or experience can be substituted for degrees when appropriate.

Spends extended period at a computer. Little to no exertion. The position requires minimal domestic, overnight travel (2-3 times per year).

UCS is an equal opportunity employer continually seeking to diversify its staff particularly to broaden opportunities for individuals from demographic groups that are historically underrepresented in the sciences and in environmental advocacy. UCS is committed to building a workplace culture where talented people of widely diverse backgrounds can thrive. We've adopted this commitment because we believe the inclusion of culturally diverse perspectives will improve our work and produce better societal and environmental outcomes for all, including historically disenfranchised communities. We are actively seeking candidates who bring diversity of background and perspective to join us in this work.

Compensation, Hours and Location: This is a full-time position based in UCS’s Washington, DC office. For candidates who meet all position requirements, the salary is around $36,000. UCS offers excellent benefits and a rewarding work environment.
To Apply: Please submit a cover letter, resume, a non-academic writing sample, salary requirements, and how you learned about the position via email to jobs@ucsusa.org and include “Science Network Assistant” in the subject line. Email materials in Word or PDF format only. No phone calls please. Deadline: September 27, 2015 or until filled.