Science and Policy Analyst
Center for Science and Democracy
Cambridge, MA (preferred) or Washington, DC

The Center for Science and Democracy at UCS is dedicated to strengthening and defending the essential role of science in democratic dialogue and policymaking. Through cutting-edge analysis and effective outreach and advocacy, we hold decisionmakers, media, and vested interests accountable, and defend the scientific process and scientists in order to secure a healthy and safe environment for all. We work with scientists to help them engage effectively with the public, media and decision makers.

The science and policy analyst works as an effective and collaborative member of a team of researchers, outreach and campaign specialists on a broad range of projects to advance the mission of the Center for Science and Democracy. Under the direction of the senior analyst and program manager assists in the development of CSD research objectives and strategies around independent science, justice and equity, environment, and public health. In consultation and collaboration with colleagues, conceptualizes, develops, and undertakes robust, timely, accessible, and policy-relevant research on a variety of national, regional, and state level issues to advance public support of science and democracy issues.

Responsibilities
• Research: Conceptualize and execute hard-hitting and innovative research projects at the nexus of science, democratic dialogue, and public policy. Serve as project manager and research lead for some projects. Ensure quality, accuracy, timeliness, and successful completion of research projects under situations that requiring a high degree of flexibility, teamwork, and unexpected adjustments to priorities, scope, and schedule.
• Plan and implement research activities and projects in support of products that analyze, expose, explain, and/or interpret evidence of influence on science-informed public policy. Set research objectives and goals; design and coordinate overall project; provide guidance and support to the research team; gather and analyze data; write, edit, and present factsheets, reports, issue briefings, and other. From inception, work closely with outreach, policy, and communications staff to ensure that
research products are publicly resonant and policy relevant. Solicit and manage cross-programmatic review, supervise staff and technical consultants, collaborate with internal and external reviewers, compile project learning and best practices; coordinate with publications, media and outreach team on report releases.

- Research, review, help develop and update Center materials to advance greater public awareness among diverse constituencies and support of science and democracy interplay, and decisions informed by evidence. Tailor style and content of materials for technical, general and/or targeted audiences, as appropriate. Help create educational materials and other resources on about political, environmental, social and economic dimensions of science policy issues, with a special focus on the social sciences. Help ensure online and offline research, web or outreach products maintain high quality and are informed by independent science and analysis.

- Develop methodologies in accordance with scientifically sound principles and techniques. May utilize specialized computer software and applications to assist and support research activities. Maintain current knowledge of analytical tools and technologies and utilize such expertise in implementing research activities.

- Maintain working knowledge of Center’s issues, participate in ongoing research to assess examples of undue influence of vested interests on science and the scientific process, and develop technical expertise in one or more issues areas. Track, acquire, and summarize relevant external reports. Conduct literature reviews and searches to monitor and assess current and ongoing research and trends.

- Rapid Response: Collaborate with Center and Communications staff to identify key media opportunities and coordinate responses from senior program staff to ensure timeliness and accuracy. Prepare for media and blog requests with short deadlines. Respond to inquiries and comments from members, sponsors, and general public about Center related issues. Research, review, or prepare accurate science content of op-eds, blogs, letters to the editor, expert testimony, congressional briefing materials, draft legislation, and letters and technical comments for public proceedings in a timely manner.

- Expert and Stakeholder Engagement: Establish and maintain close working relationships with science and advocacy colleagues at educational institutions, government agencies, and other organizations to exchange information, and share resources, including through participation in scientific conferences, through UCS’ Science
Network, and policy-relevant research collaborations. Respond to requests from researchers and advocates at other organizations, and media and policymakers, including review and evaluation of relevant legislative bills, policies, and regulations. Represent UCS in public forums, conferences, and to relevant stakeholders, including online and offline media and decisionmakers, to promote the Center’s mission, objectives, and activities.

• Perform other related functions, including research project budgeting, and writing proposals and reporting progress for fundraising, as directed.

Qualifications and experience
Minimum of masters or relevant advanced degree in the natural or social sciences, economics, public policy, law, or other related discipline required, PhD preferred. A minimum of two years of relevant professional experience with demonstrated ability to produce clear, rigorous, in-depth analysis and to synthesize complex research, statistical, or policy information into accessible, policy-relevant documents is required. Experience with managing research projects on science and public policy or a related research field required. Position requires understanding of and interest in the use and misuse of science in democratic dialogue and policy making. Requires strong quantitative, qualitative, analytical, and project management skills and experience. Competence to undertake and present high-quality and accessible research with little supervision is required. Must have exemplary writing, editing and oral communication skills. Strong teamwork skills are essential. Must be a quick learner on a wide variety of science and public policy issues. Ability to excel in a fast-paced environment and undertake high-quality and timely research assignments, and the ability to handle multiple projects and tasks with little supervision is required. Strong basic knowledge of software packages such as Microsoft Word, Excel, and PowerPoint is required.

Experience ensuring science is relevant to public policy is desirable. Experience in conducting research and analysis on issues relevant to environmental and social justice communities is a plus. Involvement in communicating science to a wide variety of audiences, especially the media, is a plus. At least six months of on-the-job training is needed to become familiar with UCS organization, philosophy, and sources of foundation support, programs, and constituencies.

May spend extended periods at computer terminal. Occasional travel (10-
15% of time) to events, conferences, and other UCS offices will be required. At UCS, comparable training and/or experience can be substituted for degrees when appropriate.

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.

Compensation, Hours and Location: This is a full-time position based in UCS’s Cambridge office. For candidates who meet all position requirements, the salary is in the low $50,000s. UCS offers excellent benefits and a rewarding work environment. Information about the organization is available at http://www.ucsusa.org

To Apply: Please submit a cover letter, resume, salary requirements, two brief writing samples, one technical and one general (less than 3 pages each), how you learned about the position via email to jobs@ucsusa.org and include “Science and Policy Analyst” in the subject line. Email materials in Word or PDF format only. No phone calls please. Deadline: September 20, 2015 or until filled.