

The **Health and Environmental Sciences Institute (HESI)** seeks a Scientific Program Associate to provide scientific, program and administrative support to specific technical committees, project committees, Emerging Issues Committees and/or Board and Emerging Issues Committee functions.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES.

- Works with senior HESI staff to support committee and working group activities, including: identifying and developing background materials on new scientific program areas; scheduling meetings, developing meeting materials, taking notes and drafting minutes; conducting appropriate follow-up activities; additional duties as assigned.
- Works with senior HESI staff as a coordinator for all committee activities: assists in the identification and development of committee programs; prepares and monitors committee budgets; prepares correspondence and reports; makes all arrangement for outside conferences, seminars, and workshops.
- Maintains committee membership and advisory lists.
- Drafts and edits scientific committee and organization-wide communications materials, including reports, newsletter articles, summary documents, fact sheets, conference materials and web content.
- Provides support to board and organization-level activities that may include: communications functions, scientific program stewardship, and meeting coordination.

QUALIFICATIONS

Knowledge

- Bachelors degree in a relevant scientific field such as biology, chemistry, public health, toxicology.

Skills and Abilities/Critical Success Factors

- Thorough knowledge of Microsoft Word, Excel and PowerPoint software.
- Excellent written/ verbal communications and proofreading skills required.
- Ability to manage multiple projects efficiently, ability to work accurately and independently
- Strong interpersonal communication skills and self-starter with high degree of organizational ability.

Experience

- A minimum of 1-2 years of relevant experience is required.
- Experience with project management, publications, scientific consulting and/or regulatory affairs preferred.

Please send your resume and a cover letter indicating your salary requirement to Careers@ILSI.org.