

SCIENTIFIC PROGRAM MANAGER

The HESI Scientific Program Manager reports to the HESI Executive Director. The Scientific Program Manager provides scientific, technical, administrative and programmatic support to specific technical committees, subcommittees, and/or project committees within HESI.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Provides strategic, scientific, and managerial support to assigned research programs involving volunteer collaborators from academia, industry, government, and nonprofit research centers;
- Works with scientific committee membership to develop and implement new scientific programs and manage existing projects, balance and focus research design and outreach strategies, assist in the development of manuscripts and publications, conduct scientific and membership outreach, coordinate and staff committee meetings and workshops, and provide budgetary and administrative oversight;
- Ensures that assigned scientific programs engage a balance of public-private perspectives, diverse technical expertise, and are consistent with HESI's mission of public health benefit;
- Collaborates actively with other HESI scientific program managers, partners, and stakeholders;
- Identifies novel resource development and utilization strategies that enhance the efficiency and impact of assigned programs;
- Works with the ILSI Legal Counsel to develop contracts, research proposals, consulting agreements, etc., as required.
- Ensures that Committees' membership and activities meet all HESI policies and guidelines.

QUALIFICATIONS

Knowledge

- A minimum of a master's degree in a scientific field such as chemistry, toxicology, biochemistry, molecular biology, or environmental health is required.
- Specialized Knowledge: toxicology, public or environmental health, risk assessment, safety assessment of drugs and non-drug chemicals.

Skills and Abilities

- Skills: Position requires excellent written and verbal communication skills, outstanding management and organizational ability; competency with Microsoft Office software (Word, Excel, PowerPoint).
- Strong project management capabilities;
- Ability to communicate and collaborate on teams.

Experience

- Minimum of 5 years of directly related experience.

PHYSICAL DEMANDS

- Ability to operate computer and other office equipment.
- Ability to sit at a desk for more than one hour at a time.
- Travel to external meetings and/or conferences required.
- The noise level is generally quiet to moderate.

If interested in this career opportunity, send your resume and a cover letter indicating your salary requirement, to Careers@ILSI.org.