

The **Health and Environmental Sciences Institute (HESI)** seeks a Scientific Program Associate to provide scientific, program and administrative support to assigned committees.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES.

- Works with significant oversight from a senior HESI staff to provide scientific and management support to designated committee activities and in doing so demonstrates an understanding of the committee's scientific initiatives and strategic objectives. Specific tasks will be confirmed by the lead manager but will include documenting and supporting follow up on action items from committee meetings and calls; helping to lead committee discussions or managing project teams, tracking new scientific, funding, or policy developments that are relevant to the programs, and preparing communication materials on behalf the programs.
- Works with oversight from senior HESI staff to direct all committee administration including: scheduling meetings, support for monitoring and preparation of the committee budgets; supports arrangements for outside conferences, seminars, and workshops; and maintenance of committee membership and advisory lists.
- May provide provide support to Board and organization-level activities that may include: communications functions, scientific program stewardship, or new scientific issue scoping activities.
- Additional duties as assigned.

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.