

## Scientific Program Manager

The Health and Environmental Sciences Institute (HESI), a global nonprofit scientific organization, seeks an Scientific Program Manager to help manage a diverse set of projects focused on human and environmental safety and risk assessment. HESI offers the opportunity to work with internationally recognized scientists from government, academia, and industry. This responsible position requires leadership skills and the ability to work as part of a team.

This position works in Washington, DC and reports to the HESI Executive Director.

### KEY RESPONSIBILITIES

- Provides scientific, technical, administrative and programmatic support to committees and subcommittees while acquiring a general understanding of the technical scientific basis for the committees;
- Works with committee members to develop consensus on activities that are consistent with HESI's mission for project development;
- Prepares and monitoring committee budgets and assisting in the development and preparation of committee scientific reports and publications;
- Assumes responsibility for all phases of committee meeting preparation including agenda development and minute writing, as well as arranging outside conferences, seminars, and workshops.

### QUALIFICATIONS

- A master's degree or Ph.D. in a scientific field such as toxicology, pathology, chemistry, environmental health, or related life sciences and a minimum of 1-2 years of experience in project management, drug or chemical safety evaluation, scientific consulting, and/or regulatory affairs.
- Strong meeting and team facilitation skills and the ability to work with groups meeting virtually or in person.
- Advanced written and verbal communication skills, outstanding management and organizational ability.

**Individuals interested in applying for this position should send their resume and cover letter to [Career@hesiglobal.org](mailto:Career@hesiglobal.org).**