



Job Title: Program Assistant

Program Assistant, Scientific Programs Department

Reports To:

The Program Assistant will report to Director of the Urban Food Systems Challenge Area.

About the Foundation for Food and Agriculture Research (FFAR)

The Foundation for Food and Agriculture Research (FFAR) is seeking an exceptional Program Assistant to provide to support the Scientific Programs team. FFAR, a 501(c)(3) non-profit organization, is focused on catalyzing innovation to solve pressing food and agriculture challenges that affect the lives of all Americans.

FFAR has six Challenge Areas that form our strategic research framework:

- Soil Health
- Sustainable Water Management
- Next Generation Crops
- Advanced Animal Systems
- Urban Food Systems
- Health-Agriculture Nexus

Position Overview

The Program Assistant will focus on program administration and will execute a variety of administrative tasks in support of the Scientific Programs department. This is a science administration position that requires excellent interpersonal and writing skills, a high level of organization and focus, and an ability to work under tight deadlines.

Responsibilities and Duties

The Program Assistant will be responsible for performing a variety of administrative and clerical tasks outlined below:

- Edit correspondence and reports
- Track program deadlines
- Schedule internal office meetings.
- Prepare documents for internal review (i.e. decision memorandum and reviewer feedback summaries)
- Coordinate within and across departments at FFAR to ensure activities are completed in a timely manner
- Draft event and meeting proceedings
- Compose stakeholder communications
- Schedule meetings with FFAR staff and external stakeholders
- Provide data entry and clerical support as required, including maintenance of a reviewer database
- Assist at FFAR meetings and events as needed

- Assist with workshops and meetings including scheduling presentations and coordinating equipment needs and refreshments, compiling and distributing materials, etc.
- Respond to external inquiries as directed by Program Director(s).

Qualifications

- Associate or Bachelor's degree required
- Ability to be detail-oriented and proofread for grammar and punctuation with a high level of accuracy
- Ability to work efficiently to meet multiple, tight deadlines
- Excellent writing and communication skills
- Ability to multi-task independently in a fast-paced environment
- Ideal candidates possess strong interpersonal skills and the ability to work professionally within and across departments at FFAR

Travel

Occasional local travel may be required.

To Apply: Please send a resume, writing sample and cover letter indicating your salary requirements to recruiting@foundationfar.org.

We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.