

Position Title: Scientific Program Assistant

Job Description

The Foundation for Food and Agriculture Research (FFAR) is seeking an exceptional Scientific Program Assistant. FFAR is a 501(c)(3) non-profit organization. FFAR builds public-private partnerships to multiply the US's public research investment and accelerate actionable solutions to urgent food and agriculture challenges.

The assistant will have an opportunity to contribute to a maturing foundation. It will require a highly organized and motivated individual who thrives in a dynamic environment. The assistant will be responsible for supporting the Urban Food Systems and Health-Agriculture Nexus Directors. It is an ideal position for someone who has administrative experience and desires to grow. The Program Assistant is an experienced, enthusiastic and highly motivated person who assists the Director in all aspects of program coordination, support and related tasks.

Key duties and responsibilities (not exhaustive):

- Provide a range of high-level administrative support to the Scientific Program Director and Science team within specified timeframes, including tight deadlines.
 - Plan and assist with stakeholder events from concept to inception to completion, documenting lessons learned, as appropriate.
 - Work with and negotiate with suppliers, contractors, employees and many other external businesses.
 - Prepare project plans, agendas and schedules for events and meetings, and itineraries for travel.
 - Coordinates and schedules travel, meetings, and appointments.
 - Receive, process, and submit travel expense reports.
 - Maintain filing systems as assigned.
- Support programmatic development and management through preparation of materials and tracking of programmatic information in a dynamic environment with adherence to specified deadlines.
 - Conducts research (within skills and expertise) to assist with projects or inquiries and produces high quality briefs and presentations.
 - Researches and tracks information as it pertains to the Urban Food Systems and Health-Agriculture Nexus Challenge Areas.
 - Assist in maintaining reporting and tracking of program operational information.
 - Records and distributes minutes or other records for meetings.
 - Collects requested data and information from various sources, including email and other correspondence, meeting minutes and records, and other documents; prepares summaries of findings and/or other related written correspondence as requested.
 - Update the Director and other staff on program and project progress, effectively working both independently and as part of a team.
- Maintain regular and prompt attendance and/or availability during work hours.
- Perform other duties as assigned.

Required Competencies and Skills:

- ❖ Research and Problem Solving
 - Assists in the development of procedures and policies for the implementation of office services.

- Develops the ability to direct travel, expenses, and annual budget functions under leadership guidance.
- ❖ Communication Proficiency
 - Excellent written and verbal communication skills.
 - Strong interpersonal skills, with experience representing an organization via correspondence and in-person interactions.
- ❖ Organizational Skills
 - Highly organized multi-tasker who works well in a fast-paced environment.
 - Computer proficiency, including Microsoft Office Suite (Word, PowerPoint, and Excel); scheduling appointments/updating calendars.
- ❖ Self-Motivation and Attention to Detail
 - Ability to do detailed work accurately.
 - Willingness to learn and to grow with the organization.
 - Ability to demonstrate tact, diplomacy and initiative.
 - A positive, professional attitude.

Education and Experience:

- High School Degree Required; Bachelor's degree preferred but not required.
- 1 or more years of experience in handling office responsibilities, preferred.

Please submit your application at: <https://bit.ly/3g21Psh>. Attach your resume and cover letter indicating your salary expectation range as directed in the application form and include your initials and “**Scientific Program Assistant**” in the filenames.

FFAR is an equal opportunity employer. Applicants are considered for positions without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, veteran status, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, and place of residence or business, or any other category protected by applicable federal, state or local laws. Applications are encouraged from individuals who may fall into any such groups, as well as from veterans and uniformed service members.

Job Type: Full-time