



Scientific Program Associate

Job type: Full-time, Exempt

Location: Washington, DC, Remote work available

Salary: \$63,000-70,000

Job Description

*Applications received via Indeed will not be considered. Please review the "Application and Nomination Process" to learn how to apply for this role.

The [Foundation for Food & Agriculture Research](#) (FFAR) is a non-profit organization that builds public-private partnerships to fund audacious research addressing the biggest challenges in food and agriculture. FFAR is committed to providing every person access to affordable, nutritious food grown on thriving farms. The Foundation pioneers scientific and technological innovation by funding research that fills critical research gaps. Ultimately, FFAR's partnership and results benefit farmers, consumers, and the environment.

Position Description

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

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

This science administration position will require a desire to learn more about innovative food and agriculture research, excellent interpersonal and writing skills, a high level of organization and focus and an ability to work under tight deadlines.

The Scientific Program Associate will report directly to the Urban Food Systems and Health Agriculture Nexus Scientific Program Directors, and will work closely with colleagues in communications, grants, development, government relations and other areas.

Duties and Responsibilities

- Support the timely review of proposals submitted to FFAR by requesting and coordinating expert reviewers and review panels.
- Help organize and coordinate meeting and event logistics and attend events as needed.
- Draft event proceedings.
- Assist in organizing Advisory Council meetings and drafting minutes.
- Help conduct background research including data analysis, literature reviews and media scanning.
- Correspond with other organizations and associations in support of research programs.
- Assist in the preparation of summary briefs on emerging or important research developments.
- Assist with stakeholder communications.
- Support outreach strategies by preparing materials for the FFAR website, newsletters and publications.
- Developing and/or maintaining project management tools.
- Assist with the grant-making process.

Qualifications

Required Competencies and Skills:

- Ability to write clearly and cogently for internal audiences, policy makers, the media and the public.
- Ability to synthesize and summarize large amounts of information and to focus quickly on the essence of an issue, as well as to identify, understand and synthesize different perspectives.
- Experience working with academics, nonprofits and other entities that conduct research —helping to ensure the results are rigorous and communication is clear, timely and persuasive.
- Ability to work professionally and collegially within a creative, fast-paced culture that emphasizes excellence and teamwork.
- Demonstrated time- and project-management skills, including an ability to meet multiple deadlines by maintaining a high level of organization. Ability to set priorities and identify resources.
- Ability to work independently with limited supervision. Flexible and able to routinely juggle multiple competing priorities and work in teams of both support and senior staff to meet project goals.
- Strong systems skills including Microsoft office products required; database and online research applications preferred.



- The ability to create and use spreadsheets to track project deliverables.
- Experience with project management platforms such as Smartsheets.

Education and Experience:

- Bachelor of Science degree (agriculture-related discipline is preferred).
- A minimum of one year of relevant professional experience, including demonstrated analytical, writing and fact-checking skills.

Application and Nomination Process

Please click [here](#) to apply for this role. Applicants must include both a cover letter and resume. Incomplete packages will not be considered.

Additional Information

This position requires long period of sitting at a desk and working on a computer. There may be potential for travel when it is safe to do so, but travel would be limited. Must have the ability to lift up to 20 lbs.

EEO Statement

FFAR is an equal opportunity employer. Applicants are considered for positions without regard to 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. Applications are encouraged from individuals who may fall into any such groups, as well as from veterans and uniformed service members.