

Emerging Leaders In Science & Society



For Release October 29, 2014
ELISS job opening

Job Title: Project Manager (half-time)
Pay Scale: \$15- \$20 per hour, DOE
Location: Seattle, WA
Deadline: Applications are being accepted on a rolling basis until filled

Background

Emerging Leaders in Science & Society (ELISS) is a national leadership program that prepares graduate and professional students to collaborate across boundaries to tackle complex challenges in society. Fellows work on interdisciplinary, cross-campus teams to tap expertise from multiple campuses and communities that can help address complex, sociotechnical challenges. The ELISS vision is to build a life-long professional community with the breadth, depth, and capacity to address challenges that cross disciplines, sectors, and geographies.

ELISS is a pilot program of the American Association for the Advancement of Science, a 501(c)3 professional society in Washington D.C. It is currently offered to students at select partner campuses, including the University of Washington, University of Pennsylvania, Purdue University, and Stanford. Currently, we are welcoming our second class of sixteen fellows, expanding to additional partner campuses, and planning to spin off into an independent non-profit organization by 2017.

Position Description – Program Manager

The Program Manager is a newly created position that will report initially to the ELISS director. The Program Manager will be responsible for day-to-day oversight and task management for multiple ELISS initiatives and making sure that the ELISS community (fellows, mentors, host offices, staff, etc.) has the information to successfully perform their duties.

The project manager will work with the ELISS director in Seattle. This position also requires the use of virtual collaboration tools and a flexible schedule to accommodate fellows and collaborators live in other time zones and participate in ELISS outside of regular work hours.

Though our budget is limited, this position is a unique opportunity for anyone interested learning about non-profit startups, making new connections locally and nationally, and doing meaningful work.

The ideal candidate for this position is:

- a self-starter,
- highly motivated by the ELISS mission,
- detail-oriented and efficient,
- able to develop an action plan with input from multiple parties,
- able to motivate others without direct authority,
- diplomatic and tactful,

- able to learn and adapt quickly to new challenges, and
- a strong critical thinker and problem solver

Major Responsibilities:

- Collaborate with ELISS staff and fellows to oversee timely implementation of organizational activities and tasks
- Manage scheduling and logistics for meetings and events
- Assist with writing, editing, and proofreading ELISS materials
- Manage reimbursements and accounting
- Research tools and resources to advance the ELISS mission
- Manage the ELISS calendar and send deadline reminders
- Collect, edit, and oversee posting of web content from multiple authors
- Respond to general program inquiries
- Track program outcomes
- Suggest improvements to increase the efficiency and efficacy of ELISS

Required qualifications:

- A bachelor's degree. Candidates from all disciplines are invited to apply, though we are particularly interested in expertise from business, policy, design, communication, organizational psychology, or related fields.
- Excellent attention to detail and deadlines
- Outstanding written and oral communication skills with a variety of audiences
- Experience managing collaborative projects
- Experience planning successful events
- Proficiency with the Microsoft Office Suite, Google tools (docs, hangouts, calendar, etc.), LinkedIn, and Facebook

Additional desired qualifications:

- A professional or graduate degree (any discipline)
- Previous administrative experience in an academic, non-profit, or business setting
- Experience or training in finance/accounting and/or project management
- Experience writing newsletters, blogs, or other frequent communications

Additional useful technical experience:

- Graphic design and/or image processing
- Project management software
- Online collaboration platforms
- CRM (customer relationship management)
- Web design and/or web 2.0 tools (blogs, social media, wikis, etc)
- Videography and/or video editing

How to apply: Please email the following to jobs@elissfellows.org

- Resume (≤ 2 pages)
- Cover letter (in the body of the email)
- Information for three references: name , position, email, phone number, and how you know this person
- A short writing sample (≤ 2 pages. Excerpts of longer documents are acceptable)