

The Kavli Foundation

Science Program Associate

General Description of Duties:

The Kavli Foundation is a non-profit philanthropic organization dedicated to the advancement of science for the benefit of humanity. A core part of our mission is bringing together top scientists, policy makers and executives for events that have as their aim catalyzing scientific insight and accelerating research progress. These include scientific meetings, workshops, award ceremonies and special events. The Science Program Associate is responsible for planning these events and ensuring they are executed in an organized and timely manner. For all events, the Science Program Associate serves as the key point of contact between the Foundation and the outside participants, advisors and vendors.

Meetings convened by The Kavli Foundation occur in response to changing scientific and policy landscapes, and thus often progress swiftly from inception to implementation. Working with Foundation staff, the Program Associate will draw on his or her scientific training to quickly and efficiently research and identify scientist who can productively contribute to meetings; contribute to discussions of scientific content, including considerations of timing and scope of scientific meetings; and handle all logistical arrangements, including arrangements for meeting venues as well as travel, lodging and accommodations for all participants. This position will also participate in publicizing Foundation events by developing promotional materials and contributing event updates for posting on the Foundation website. The Program Associate position is hands-on and typically involves working as a part of a team to ensure the smooth and efficient running of the event.

The position offers a unique training opportunity for individuals with a science background who are interested in exploring the development and implementation of science policy, science communication, and science philanthropy. The Kavli Foundation played a central role in the efforts that culminated in the April 2013 announcement of the BRAIN Initiative by President Obama, and currently supports ongoing projects that span scientific disciplines ranging from the Earth's microbiomes to the exoplanetary search for life. This position reports to: Miyoung Chun, Executive Vice President of Science Programs.

Typical Work Activities:

- Responsible for planning each event from start to finish. This includes discussing scientific content, researching and identifying potential participants for each meeting, as well as budgeting, logistics and implementation of details such as creating name tags and itineraries.
- Serving as the primary point of contact for scientists participating in our meetings. This includes assembling and organizing contact information for meeting invitees; drafting invitation letters describing meeting goals and logistical details; and responsible for communicating all event details.

- Researching and managing vendors, venues, menus appropriate for the event and number of attendees, and creating and maintaining a data base of all event information. This includes food selection, assessing meeting room layout and arranging for any audiovisual needs.
- Must be available and onsite for all assigned events and the specified time period prior to the event. Overseeing the dismantling and removal of the event and clearing the venue efficiently
- Produce reports analyzing the success of the event and what improvements could be made at future events

Skills and Requirements:

- Deep scientific curiosity
- Exceptional organizational skills
- Excellent oral and written communication skills including letters, editing, writing articles and creating layouts
- Self motivated
- Able to negotiate, delegate and maintain composure under pressure
- Analytical and problem solving skills with an eye for details
- Good computer skills using Microsoft Office (Excel, Power Point, Word)
- Ability to use discretion, diplomacy, tact and keep information confidential
- Manage multiple events and deadlines

Education and Qualifications:

- Bachelor's degree or higher in a scientific discipline plus 5 to 7 years of relevant experience
- Experience with event planning
- Background in science policy and/or communications a huge plus
- Experience with nonprofit organizations and higher education institutions

Company Benefits:

- Compensation commensurate to experience and background
- Paid vacation and holidays
- Health Benefits – Medical, Dental, Vision, Life, AD&D, ST and LT Disability
- Retirement Benefits – 401(k) with match