



PROGRAM ASSOCIATE

Reporting to the Communications Manager, this position is responsible for implementation of key components of the Research Foundation's communications program, and provides administrative support to the ILSI Research Foundation's Management Team and Board of Trustees.

KEY AREAS OF RESPONSIBILITY

- Works closely with the Communications Manager to implement the ILSI Research Foundation's communications program across multiple platforms, including web, print and social media. Ensures plans meet goals, deadlines, budgets, and other deliverables.
- Ensures quality control of the content and functionality of the ILSI Research Foundation's suite of e-learning programs; coordinates changes, revises and posts content, and handles registrations.
- Drafts and edits scientific committee and organization-wide communications materials, including reports, newsletter articles, summary documents, fact sheets, conference materials and web content.
- Provides support to the ILSI Research Foundation's Board of Trustees, Executive Committee, Management Team, advisory committees, and other scientific working groups and activities.
- Schedules meetings and assists in the development of meeting materials, takes notes and drafts meeting minutes; and manages appropriate follow-up activities. Assists in the development of quarterly, annual and other administrative reports.
- Other special projects and duties as assigned.

EXPERIENCE

- 1- 3 years of professional experience, particularly in a non-profit, startup, or social enterprise. Previous office administrative work experience is required. Work with a science organization is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- A bachelor's degree, preferably in communications or relevant field.
- Proficiency with Microsoft Office, Adobe Creative (InDesign and Photoshop), WordPress (or similar), web analytics and online reporting.
- A proven ability to learn new software applications.
- Excellent written/ verbal English communications and proofreading skills required.
- Ability to manage multiple projects efficiently, ability to work accurately and independently.

- Strong interpersonal communication skills and a proven ability to communicate with and collaborate on teams.
- Ability to work effectively in a fast-paced environment; must be detail oriented, well-organized and able to effectively manage competing priorities and frequent deadlines.
- Must be able to work autonomously demonstrating strong research and problem-solving skills.

PHYSICAL DEMANDS

- Ability to sit at a desk for more than one hour at a time.
- Ability to operate a computer and other office equipment.
- Some occasional travel may be required.

Individuals interested in applying for this position should send their resume and cover letter indicating salary requirement, to Careers@ilsirf.org and reference the code RF201707.

ILSI Research Foundation
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