

Scientific Communication & Program Assistant

Background: The mission of the ACS Green Chemistry Institute® is to catalyze and enable the implementation of sustainable and green chemistry and engineering principles into all aspects of the global chemical enterprise and the Society. The Institute focuses efforts in four key areas: science and research, education, business/industry and advocacy. The Institute is part of the American Chemical Society's Division of Scientific Advancement.

Years Of Experience: 1 to 3+ Years

Level of Education: B.A./B.S., Advanced degree preferred

Experience Level Details: College degree or equivalent experience; degree in chemistry, biochemistry, chemical engineering, or a related field is preferred. Related work experience is a plus.

Knowledge of green chemistry/green engineering is strongly desired. Ability to quickly absorb information and the drive to take a project to the next step on your own is required. Excellent organizational ability combined with flexibility and adaptability in handling rapidly changing priorities is essential. Experience working in and with teams to accomplish the short- and long-term mission of the Institute and the ACS is essential. Excellent communication skills, both oral and written, are required as well as a working knowledge of Microsoft Office Suite, social media and website management. A working knowledge of Adobe Creative Suite or other graphics software is desirable (see software details).

Software Details: Required proficiency in Word, Excel and Powerpoint. Desired proficiency in Adobe Creative Suite (especially InDesign, Acrobat, Illustrator, Photoshop), web platforms (e.g., WordPress), email programs (e.g., Realmagnet), graphic design programs (e.g., Canva), and social media management platforms (e.g. Hootsuite).

Work to be performed includes:

Assisting ACS GCI staff to communicate green chemistry and engineering various media, including our newsletter, blog, website, publications, promotional materials, social media and presentations.

Surveying current research and trends to identify relevant content for ACS GCI communication.

Identifying contacts in key topical areas that can contribute to our outreach efforts or conference.

Translating technical research into more assessable communication such as blog posts or infographics.