



## POSITION ANNOUNCEMENT: COMPASS Program Assistant

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COMPASS seeks motivated candidates for the position of Program Assistant. COMPASS champions, connects, and supports diverse science leaders for the well-being of people and nature.

### **Position Summary**

The Program Assistant (PA) is a part time (30 hours/week) position based in Silver Spring, MD. The PA will work with COMPASS staff involved in policy events and other engagement activities designed to bring scientists into direct dialogue with decision makers, primarily in the Washington, DC area. Events may include policy briefings, workshops, and meetings for as few as 2 and as many as 100 participants. This role will require the PA to manage logistics and implementation of COMPASS-led events, track and share policy news and events, and attend relevant policy events and seminars.

### **Essential Duties & Responsibilities**

The PA will divide his or her time between:

- (a) Planning, logistical and administrative support for COMPASS policy engagement activities, including:
  - a. Securing venue, catering, and other facility needs for events.
  - b. Securing lodging, travel, and other related logistical needs for participants and staff.
  - c. Ensuring relevant documents and materials are completed, including providing layout, design, and final copy editing.
  - d. Managing on-site event logistics and needs. Recording any minutes or notes if required.
  - e. Completing event follow up tasks, including processing expense reimbursement to the Director of Finance, data entry, archiving materials and presentations, and other project-dependent tasks.
- (b) Tracking daily policy-relevant news and events, and managing clips and a weekly events calendar.
- (c) Attending policy-relevant events in person (e.g. briefings, hearings, local panels, seminars), as well as listening to event live streams, and sharing back and synthesizing with the rest of the team.
- (d) Utilizing social media and other forms of outreach to promote COMPASS policy-related events and activities.
- (e) Supporting the creation of COMPASS policy products, such as presentations, papers, blogs, and other materials, by contributing research, editing, writing and/or design assistance.
- (f) Providing administrative support for DC COMPASS staff, including making travel plans, handling expenses, and scheduling.
- (g) Managing and maintaining the Silver Spring, MD office. This includes managing the facilities, furnishings, and machinery for an office of 3-5 staff, including liaising with landlord, vendors, and service providers.
- (h) Trouble-shooting technology needs.
- (i) Other support as needed.

## **Qualifications**

The ideal candidate **must** have:

- Desire to support the design and implementation of highly professional meetings, workshops, briefings, and other events
- Strong interest in and understanding of COMPASS science & policy priorities, which can evolve quickly
- Strong written and oral communication skills
- Strong organizational skills, ability to manage multiple projects and deadlines
- Ability to work in an environment that requires a proactive approach and fast turn-around times
- Collaborative work style that combines tenacity, creativity, flexibility, adaptability, and innovative thinking in order to quickly solve problems and achieve positive results
- Fluency in using Mac systems and programs
- High proficiency with office productivity software, including, but not limited to, Microsoft Office (Word, Excel, and PowerPoint), iWork (Pages and Keynote), Wordpress, creating and merging PDFs, and scheduling proficiency with Google Calendar and iCal
- Proficiency with online communication and file sharing tools including Skype, Zoom, Dropbox, Google Documents, and Evernote
- Understanding of relational databases; experience with Salesforce and/or Legistorm preferred
- Appreciation for COMPASS' mission and desire to help scientists make their science matter

In addition, the ideal candidate will have:

- Previous event coordination experience
- Graphic design experience (to support the layout and production of policy briefs)
- Experience using social media in a professional setting (Twitter/Facebook)

## **Education and Experience**

Undergraduate degree required. Relevant experience in science, policy, and/or other non-profit preferred.

## **Organizational Relationships**

This position reports to the Assistant Director of Policy Engagement, and will work closely with her on many projects. This position will also be accountable to other program staff for events and discrete tasks. The PA will also be expected to interact regularly with the rest of the COMPASS team.

## **Physical Demands**

The job predominantly involves working at a desk as well as occasional local and domestic travel (car, plane, train, etc). Physical requirements while working in the office include sitting for long periods of time, performing extended computer-based research, keying data into the computer, conducting business by phone, reaching, standing, bending and lifting up to 25 pounds. Physical demands while traveling include being able to sit for long periods of time, being able to spend significant amounts of time standing or walking (i.e. walking around a room distributing things to participants / picking things up from them, going back and forth between support staff working at a hotel and an event), and carrying or moving up to 25 pounds.

## **Work Environment**

Shared office space in the Silver Spring, MD COMPASS office. The office is currently shared with three other COMPASS staff members. Other COMPASS staff will primarily interact with the PA via videoconferencing.

**Compensation and Location**

This is a part-time position at approximately 30 hours per week and based in the Silver Spring, MD office. The rate of pay is \$18.00 - \$21.00 depending on experience and qualifications. COMPASS offers a competitive benefits package, including partially paid medical and dental insurance for part-time employees, paid time off, and a public transportation stipend.

**Application Deadline and How to Apply**

Candidates should submit a cover letter, resume, and contact information for three professional references as one single PDF to [jobs@COMPASSscicomm.org](mailto:jobs@COMPASSscicomm.org). We will be accepting applications through March 29, 2019.

**Equal Opportunity Employer**

COMPASS is an equal opportunity employer. We encourage applications from women, transgender people, people of color, bilingual and bicultural individuals, and people who identify as lesbian, gay, or bisexual. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical conditions. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

*You can learn more about our mission and the change we seek in the world by visiting our [website](#), our [blog](#), and checking out our [theory of change](#).*