



Seeding Labs Scientific Support Specialist

Seeding Labs is a Boston-based nonprofit that is accelerating solutions to the world's most pressing problems by catalyzing the power of scientists in the developing world. Through our flagship Instrumental Access program, we Seeding Labs has provided more than \$8 million in reclaimed laboratory equipment to 70 institutions through our flagship Instrumental Access program.

SUMMARY:

Combining relationship building-skills with equipment expertise, the Scientific Support Specialist will work with our Seeding Labs community of 100+ equipment donors and 20+ academic institutions yearly to impact the education of thousands of students and the research of hundreds of investigators. The Specialist will serve as our technical knowledge expert in laboratory equipment. They will be integrated into Seeding Labs' supply chain as the knowledge specialist, ensuring that Seeding Labs' partners receive and can use the laboratory equipment that will best support their research and teaching goals.

The Specialist will coordinate with all members of the Seeding Labs organization in order to fulfill these responsibilities. They will have the opportunity to grow into more business development opportunities within the organization. This position is envisioned as full-time, but a flexible schedule/telecommuting can be considered for the right candidate. We especially welcome candidates who will bring diverse cultural, ethnic, national, or international experiences and perspectives to our organization. Seeding Labs is located in Boston, MA.

DUTIES:

- Advise scientists on equipment/supplies in our inventory that fit their needs and specifications and any potential factors that may impact their use of the equipment, including installation needs, requirements for accessories/specialized consumables or reagents, power mismatches, license requirements, etc.
- Manage our equipment quality assessment process by coordinating the collection and analysis of information from donors, our warehouse testing procedures, online resources, and manufacturer's technical support.
- Work with new and existing corporate partners to identify available and usable equipment and supplies for Seeding Labs' programs, and convert these leads to actual donations.

- Process incoming donations by completing necessary documentation and coordinating logistics and communications with donors, staff, and our warehouse.
- Respond in a professional and timely fashion to external communications.
- Work closely with the team to provide information about equipment needs in support of fundraising, marketing, equipment solicitation, program implementation, and program evaluation efforts.

ESSENTIAL QUALIFICATIONS:

- 4+ years of equipment maintenance/technical support expertise or research experience in one or more of the following fields:
Life Sciences, Chemistry, Biotechnology, Biochemistry, Genetics, Immunology, Cell and Molecular Biology, Ecology, Neuroscience, Marine Science, Microbiology, Plant Biology, Forestry and Soil Science, Organic Chemistry, Inorganic and Organometallic Chemistry, Environmental Chemistry, Nanotechnology, Pharmacology, Analytical Chemistry, Chemical Engineering, Physical Chemistry, Material Chemistry, Biomedical Engineering.
- Detail-oriented and able to organize and prioritize work.
- Superior communication skills - including speaking, writing, and listening.
- Outgoing personality with an approachable and professional demeanor.
- Ability to learn quickly and work independently.
- Comfortable working in a fast-paced and dynamic environment.

PREFERRED QUALIFICATIONS:

- Familiarity with using databases and/or CRM systems.
- Proficiency in G Suite applications.
- Motivated by opportunities to solve problems.
- A passion for science and international development.
- Experience living or working across cultures and diverse populations.

COMPENSATION:

Seeding Labs strives to value our staff with a strong compensation package. Please inquire with us directly regarding the salary range for this position.

Benefits include an employer-contributed health plan or a modest health plan stipend; dental and vision plans; healthcare and daycare flexible spending account; employer-covered life and disability insurance; pre-tax public transportation pass; 401K; flexible work hours and location.

TO APPLY:

Submit a compelling cover letter and resume to careers@seedinglabs.org. Please include "Scientific Support Specialist" in the subject line when you apply.

Seeding Labs is an equal opportunity employer. Applicants must be currently authorized to work in the United States on a full-time basis.