Program Associate

Seeding Labs is a US-based nonprofit that empowers every scientist to transform the world.

We are seeking a full-time **Program Associate** with strong implementation and communications skills to join our staff based in Boston, Mass.

Reporting to the Director of Programs, the Programs Associate will implement and coordinate key aspects of our signature **Instrumental Access** program, through which we provide scientists in the developing world with access to affordable, high quality lab equipment for research and teaching.

Your role will include recruiting and vetting applicants, building and strengthening connections with our global network of awardees and supporters, and implementing our metrics and evaluation plan.

You will also support the development of new, complementary programming to strengthen global science through collaboration with our strategic partners in the corporate sector.

A successful candidate will be passionate about global science as well as organized, creative, flexible, and skilled at communicating across cultures. You will be adept at project management and comfortable working collaboratively across our team to support our mission.

Formal training in the sciences is desirable but not required; you’ll need enough scientific background to be comfortable holding detailed conversations with scientists in a variety of fields about their work and the tools that enable it.

We especially welcome candidates who will bring diverse cultural, ethnic, national, or international experiences and perspectives to our organization.

**Qualifications:**

- Evidence of scientific literacy and fluency, such as a degree in a scientific field or relevant work experience
• Demonstrated success in project implementation and management, experience with metrics and evaluation desirable but not required
• Organized, strategic, and analytical thinker with strong attention to detail
• Excellent oral and written communication skills, including ability to communicate across cultures and to summarize complex ideas
• Flexible, proactive, and comfortable working independently and as part of a team in a dynamic, entrepreneurial environment
• Computer literate, including experience with Microsoft Office products and Google Suite
• Passionate about our mission and committed to helping science to flourish worldwide

Compensation: $40,000 to $50,000 annual, based on years of previous related experience

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

Seeding Labs’ Boston office is located at 470 Atlantic Ave, Boston, MA. We are an equal opportunity employer. Applicants must be currently authorized to work in the US on a full-time basis.

To Apply: Submit a compelling cover letter and CV/resume to careers@seedinglabs.org. Please include “Program Associate” in the subject line when you apply.

###