



Civic Science Fellows

### **Civic Science Network Coordinator (part-time)**

The Rita Allen Foundation is seeking an experienced freelance network coordinator to support the administration and development of the Civic Science Fellows program and other related efforts to strengthen the role of science and evidence in civic dialogue and decision-making.

The [Civic Science Fellows](#) program, now in its inaugural year, is designed to strengthen diverse and inclusive connections between science and civic life. The inaugural cohort of Civic Science Fellows are diverse leaders—rising stars in science, media, education, social science, civic engagement, and other fields—experimenting with evidence-based, community-centered approaches to connect science in society in fundamentally new ways. The Fellows are supported by resource partners, host partners, and funding partners, who use their field knowledge, relationships, and multidisciplinary expertise to strengthen the projects and shared learning of the Fellows cohort.

Supporters of the Civic Science Fellows program include the Civic Science Funder Collaborative, a new partnership among funders with a shared interest in the relationship between science and society, including the Rita Allen Foundation, the Burroughs Wellcome Fund, the Chan Zuckerberg Initiative, the David and Lucile Packard Foundation, the Gordon and Betty Moore Foundation, and The Kavli Foundation. The Civic Science Network Coordinator will work closely with the [Rita Allen Foundation](#), which is providing coordination support for the early stages of the Civic Science Fellows program and related networks.

### **The Position**

The consultant in this position will provide administrative and development support in partnership with the civic science network leadership team. This will involve project management and coordination for the Civic Science Fellows program and related efforts to advance the understanding and practice of civic science, as well as the collaborative development of resources and communications to advance these efforts. The Network Coordinator will manage timelines, contact databases, and program calendars, as well as ensure that different constituencies are informed and coordinated as this network-driven work develops.

### **Skills and Attributes**

Most importantly, this position requires **an experienced and superbly organized program administrator**, able to effectively support and advance collaborative and evolving work through early stages of development. In addition, we are looking for:

- 5+ years experience in a network coordination, project management, or program administration role.
- Experience supporting collaborative groups with diplomacy, care, and flexibility through complex and changing work.

- An excellent written and verbal communicator, able to calibrate communications for a variety of audiences and purposes. We seek to strengthen relationships while advancing key work.
- Someone who shares our commitment to increasing the representation of marginalized groups in science and science communication, integrating an equity lens into the work we do, and ensuring an inclusive organizational culture.
- An exceptional attention to detail and accuracy, a high level of personal organization, and superb time management, with clear and frequent internal communication about the development of projects as they evolve.
- Familiarity with philanthropy and the social sector.
- Must have legal authorization to work in the United States.

### **To Apply**

Please send a cover letter describing your interest in this position, a résumé, and a work or writing sample to [civicscience@ritaallen.org](mailto:civicscience@ritaallen.org) and indicate “Civic Science Network Coordinator” in the subject line. Applications received by May 28, 2020, will receive priority.

Work will be completed on a part-time freelance consulting basis, approximately 10–15 hours a week, with the potential to discuss different arrangements in the future. The hourly starting rate for this position is \$60–\$75/hour, depending on the consultant’s experience level. (Please note that as a freelance position, this rate does not reflect withheld taxes—the consultant will be responsible for all applicable taxes.) Work can begin as early as July 2020, though the precise start date is flexible, and work can be completed remotely.

We are committed to fostering an inclusive environment for people of all backgrounds. The Rita Allen Foundation is committed to a policy of Equal Employment Opportunity and does not discriminate on the basis of race, color, religion, creed, national origin or ancestry, sexual orientation or expression, gender, marital status, age, physical or mental disability, military status, genetic information or any other protected characteristic as established under law. All individuals are welcomed and encouraged to apply.