



# National Council for Science and the Environment

## Position Announcement

### Youth and Diversity Senior Program Officer

#### **About the National Council for Science and the Environment**

The National Council for Science and the Environment (NCSE) works with scientists, educators, policymakers, business leaders, and officials at all levels of government to inform environmental policy and decision-making with the use of science. Founded in 1990, NCSE is a 501(c)(3) nonprofit organization. As a nonpartisan organization, NCSE provides resources and facilitates networks to support our community of member universities including their work and professional development efforts. NCSE is a leader in educational research that tracks and analyzes the evolving fields of interdisciplinary environmental, sustainability, and energy (IESE) higher education. NCSE has been a long-standing national voice in support of federal funding for environmental research and education.

#### **Responsibilities**

Reporting to senior leadership, the Youth and Diversity Senior Program Officer will design, launch, and manage the new D.C. Chapter for the NCSE EnvironMentors program, and serve as the national liaison to NCSE EnvironMentors chapters located across the country. This position includes developing and executing the annual NCSE EnvironMentors National Science Fair held in the summer in Washington, D.C.

EnvironMentors is a well-established, national college access program with a mission to mentor and motivate high school students who are underrepresented in the sciences. EnvironMentors matches students with environmental and science professionals, faculty, and college students in one-to-one mentoring relationships. NCSE's membership program, a formal network of over 100 colleges and universities, provides the ideal infrastructure to expand EnvironMentors' national presence and strengthen its college pathway. Over 2,000 students have participated in EnvironMentors since its inception in 1992.

#### **Competencies and Skill Requirements**

- Experience working on diversity and inclusion programs and initiatives;
- Skills and training in STEM and/or environmental education;
- Development of 9th-12th grade curricula or programming focused in STEM areas;
- Strong writing skills including grant proposal development;
- Attention to detail, strong organizational skills, and follow-through;
- Excellent project management skills;

- Strong interpersonal and communication skills, and experience in public speaking;
- Understand organizational goals and objectives, and results-oriented and mission driven;
- Ability to adapt well to changes over the scope of a project or program, manage competing demands, and handle unexpected situations; and
- Self-sufficient, able to work well independently and in team-oriented settings with diverse individuals.

### **Qualifications**

- Bachelor's degree;
- Experience working in diversity, equity, and inclusion;
- Minimum of three years of post-college experience, preferably in a nonprofit and with a focus in program development, program execution, and program management;
- Experience with successful fundraising;
- Experience working with youth from diverse backgrounds;
- Experience working on and managing multiple projects; and
- Skilled in Google Apps and Microsoft Office Suite, with a high level of general computer competency.

### **Work Environment**

This job operates in an office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, fax machines, and filing cabinets.

### **Physical Demands**

This position is primarily based in D.C. with some travel within and outside of the D.C. metro area.

### **Position Type and Expected Hours of Work**

This is a full-time exempt position. Standard business hours are from 9:00 a.m. to 5:30 p.m. ET.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Salary**

Commensurate with experience.

### **Application Submission Contact and Deadline**

Please submit a cover letter and resume via email to [employment@ncseglobal.org](mailto:employment@ncseglobal.org) no later than 5:00 pm ET on Friday, November 1, 2019.