

Job Title: Program Coordinator

Program: Becoming a More Inclusive and Reflexive Facilitator

Join Ciencia Puerto Rico (CienciaPR) as a Program Coordinator (part-time) to support the launch of a new train-the-trainer program called “Becoming a More Inclusive and Reflexive Facilitator”.

“Becoming a More Inclusive and Reflexive Facilitator” is a fellowship/training program for early-to-mid career professionals who wish to serve as trainers, facilitators and coaches in the scientific ecosystem and are committed to inclusion. This 9-month program provides emerging scientific training leaders with tools, skills, and a concrete plan for enhancing a specific workshop, and incorporating inclusion and reflexivity as core elements of their practice. The goal of the program is to prepare facilitators for contract work with foundations, academic institutions, or professional societies, to support the professional development of scientists.

Role Summary:

Key responsibilities of the Program Coordinator include organizing events and meetings, managing the fellowship application process, and writing program communications. The Program Coordinator will be the main contact for program fellows and speakers and will work with program staff to implement the program. This position will also work with the operations lead to make sure invoices and reimbursements are processed, and provide other support as needed.

This part-time position is a great opportunity for graduate students (master’s and doctoral students), postdoctoral fellows, and other individuals interested in gaining experience in program administration, working in a nonprofit, advancing diversity, equity and inclusion in science, and working with experts in facilitation and career and professional development of scientists.

Compensation is \$37/hour for an average of 12 hours/week. This is a one year contract position with the option to renew for a second year. The project is grant funded for two years. This is a remote position. The Program Coordinator will report to Project Co-Director, Thi Nguyen, PhD. Desired start date is January 2024.

Essential Duties:

1. Works with the Program Director and team to assist with recruitment, application process, and on-boarding of program fellows and sending out project-related communications.
2. Serves as the main point of contact for program fellows and speakers.
3. Assists with creating and editing of flyers, social media communications, images, and other materials to support program marketing communications.

4. Maintains contact data for fellows and supports the creation of online profiles (e.g., bios) for fellows and speakers. May support the creation and uploading of website content with a user-friendly platform (e.g., Wordpress).
5. Utilizes project management (e.g., Asana) and online collaboration software (e.g., Google Docs, Spreadsheet) to maintain project timelines, track responsibilities and tasks, and other project related information.
6. Works with fellows, vendors, and staff to ensure submission of receipts and invoices for payment or reimbursement.
7. Organizes logistics for online meetings, including developing and assembling meeting materials, arranging breakout rooms, and providing technical support as necessary.
8. May perform other duties as assigned.

Desired Qualifications:

- Degree in education, science education, science, or a related field is preferred
- 1-2 years of experience in program coordination, including but not limited to:
 - Planning and organizing events, travel and meetings
 - Marketing, promotion, and program communications
 - Website and social media management
- Strong attention to detail
- Excellent English written and verbal communication skills
- Excellent teamwork and interpersonal skills
- Strong organizational and time management skills
- Ability to work independently and remotely, and meet deadlines
- Ability to handle multiple tasks simultaneously
- Ability to use creative, graphic design and presentation software (e.g., Canva, Power Point)

To Apply

Application materials (in English) must be submitted via the following [form](#), which includes

1. Responding to the three prompts below, *in 100 words or less each*
 - a. Share specific details about a past experience in program coordination including your role, the type of organization you worked in, your responsibilities, and results of your work.
 - b. Tell us why inclusion in science is important to you and give an example of your commitment to this type of work.
 - c. Share how this position fits into your career goals.
2. Upload a resume that highlights your experiences and qualifications and how they align with this role (*two pages max*).

[Submit application](#) materials by December 18, 2023. If you have any questions about the application, email Dr. Thi Nguyen at thi@cienciapr.org.

[SUBMIT APPLICATION](#)

About Ciencia Puerto Rico

Ciencia Puerto Rico (CienciaPR, www.cienciapr.org) is a 501c3 nonprofit organization that provides a meeting point for a global community of more than 17,000 scientists, students, educators, and allies who understand that science can empower people with the knowledge, ability and agency to improve their lives and society. The organization leverages this rich and diverse community—the largest collective of people interested in science and Puerto Rico in the world—to democratize science and transform science education and careers. Since 2006, CienciaPR has increased and improved science communication in Puerto Rico, created culturally relevant educational resources and experiences that enhance students' attitudes and interests toward science, and developed training and opportunities to empower members of its community to be agents of change.

CienciaPR is an equal opportunity employer. We have policies against discrimination, including for in hiring, employment or promotion, on the basis of race, religion, color, sex/gender, gender identity and gender expression, age, marital status, national origin, sexual orientation, citizenship, handicap or disability, veteran or military status, political belief, pregnancy, genetic information or any other characteristic protected by law.