

POSITION DESCRIPTION

Job Title: Scientific Program Manager

Department: ILSI North America (NA)

Functional Area: Program Management

Level: E06

FLSA Status: Exempt

Reports to: Executive Director, NA

I. JOB FAMILY SUMMARY

Describe the basic function or purpose of this position.

The Scientific Program Manager provides scientific, technical, administrative and programmatic support to specific technical committees, subcommittees and/ or project committees within ILSI NA.

II. PRINCIPAL RESPONSIBILITIES

Scientific Responsibilities

1. Provide scientific support to assigned technical committees, subcommittees and project committees.
2. Work with assigned committee chairs, scientific advisors and committee membership to develop consensus on activities to be considered for project development, considering both target audience and intended impact.
3. Upon identification by the ILSI NA Food, Nutrition and Safety Program (FNSP) of new emerging scientific program areas, assist in developing background and informational materials for distribution to proposed subcommittees.
4. In consultation with assigned committee chairs and scientific advisors, ensure that committee activities are balanced, objective and consistent with ILSI's mission of public health benefit.
5. Prepare draft committee mission statements, assist in the development of project proposals and informational materials related to committee's scientific activities.
6. Acquire general understanding of the technical scientific basis for the assigned committees.
7. Establishes and maintains coordination with key institutions and organizations as required and as relevant to assigned committee program areas.
8. Maintains knowledge of new scientific and policy developments related to committee topics, through review of publications, participation in outside meetings and other resources.
9. Assist in the development of committee scientific reports and publications, collate comments from members or panelists, and provide initial editorial review.

Committee Management Responsibilities

1. Works with the ILSI NA Executive Director and Committee Chairpersons, and assumes responsibility for all phases of committee meeting preparation including agenda development, minute writing and performance of other pre-meeting and follow-up activities as required.
2. Acts as coordinator for all committee activities and assists in the identification and development of committee programs.
3. Prepares and monitors committee budgets. Prepares correspondence and reports. Maintains committee membership and advisory lists.
4. Works with administrative support personnel and ILSI meetings staff to ensure that arrangements for outside conferences, seminars, workshops, etc. are handled appropriately.
5. Responsible for overseeing the development of announcements, reports, monographs, proceedings, etc., to ensure timely production and distribution.

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6. Reports as required to ILSI NA staff and/or ILSI NA membership regarding status of committee activities.
7. Participates in on-going review activities regarding committee status.
8. Works with the ILSI Legal Counsel to develop contracts, research proposals, consulting agreements, etc., as required.
9. Ensures that Committees' membership and activities meet ILSI NA policies and guidelines.
10. Other duties as assigned.

III. QUALIFICATIONS: KNOWLEDGE, EXPERIENCE, SKILLS

Education: Minimum of a Master's Degree in a scientific field such as nutrition, biochemistry, food science, animal science, or related field is required. Doctorate is beneficial.

Experience: Minimum 5 years' relevant experience in a research organization/foundation, association, government agency, or consumer products industry. Specific experience in project management, scientific consulting and/or regulatory affairs is highly desirable.

Specialized Knowledge: Nutrition, biochemistry, food science, animal science, etc.

Skills: Essential to this position is the proven ability to function as a team member; develop and manage budgets, and perform hands-on project activities. Position requires excellent written and verbal communication skills, outstanding management and organizational ability, competency in Microsoft Word, PowerPoint and Excel (or similar spread sheet).