



AgMission/Scientific Program Assistant

Job type: Full-time, Exempt

Location: Washington, D.C. or remote

Salary: \$60,000 - \$70,000

Classification: Grade 37, Administrative Assistant I

Job Description

*Applications received via Indeed will not be considered. All interested applicants should apply via the link listed in the "Application and Nomination Process" section.

The [Foundation for Food & Agriculture Research](#) (FFAR) is a nonprofit organization that builds public-private partnerships to fund audacious research addressing the biggest challenges in food and agriculture. FFAR is committed to providing every person access to affordable, nutritious food grown on thriving farms. The Foundation pioneers scientific and technological innovation by funding research that fills critical research gaps. Ultimately, FFAR's partnership and results benefit farmers, consumers and the environment.

Position Description

FFAR seeks a scientific program assistant to join the Foundation's science team during an exciting time in the organization's growth. The assistant position focuses on timely and accurate support of FFAR's scientific program directors.

FFAR has six challenge areas, which coupled with AgMission, form our strategic research framework:

- Urban Food Systems
- Health Agriculture Nexus
- Soil Health
- Advanced Animal Systems
- Sustainable Water Management



- Next Generation Crops

The scientific program assistant reports directly to the AgMission program director, supports the entire science team and works closely with colleagues in communications, grants, development, legislative affairs and other areas.

This science administration position requires excellent interpersonal and writing skills, a high level of organization and focus and an ability to work under tight deadlines.

Duties & Responsibilities

- Provide a range of high-level administrative support to the scientific program directors and science team within specified timeframes, including tight deadlines.
- Plan and assist with stakeholder events from concept to inception to completion, documenting lessons learned, as appropriate.
- Work with and negotiate with suppliers, contractors, employees and many other external businesses.
- Prepare project plans, agendas and schedules for events and meetings and itineraries for travel.
- Coordinates and schedules travel, meetings and appointments.
- Receive, process and submit travel expense reports.
- Maintain filing systems as necessary.
- Maintain regular and prompt attendance and/or availability during work hours.
- Perform other duties as assigned.

Qualifications

- Assists in the development of procedures and policies for the implementation of office services.
- Manages travel, expenses and annual budgets with leadership guidance.
- Communication proficiency including excellent written and verbal skills.
- Strong interpersonal skills, with experience representing an organization via correspondence and in-person interactions.
- Highly organized multi-tasker who works well in a fast-paced environment.
- Computer proficiency, including Microsoft Office Suite (Word, PowerPoint, and Excel); scheduling appointments/updating calendars.
- Self-motivated with ability to do detailed work accurately.



- Willingness to learn and to grow with the organization.
- Ability to demonstrate tact, diplomacy and initiative.
- A positive, professional attitude.
- High school degree required; bachelor's degree preferred but not required.
- One or more years of experience handling office responsibilities, preferred.

Application & Nomination Process

Please click [here](#) to apply for this role. Applicants must include both a cover letter and resume. Incomplete applications will not be reviewed.

Additional Information

This position requires long periods of working on a computer. There may be potential for travel when it is safe to do so, but travel would be limited. Must have the ability to lift up to 20 lbs.

EEO Statement

FFAR is an equal opportunity employer. Applicants are considered for positions without regard to race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws. Applications are encouraged from individuals who may fall into any such groups, as well as from veterans and uniformed service members.