

Call for Applications

Program Support Coordinator, MOST Policy Initiative

MOST Policy Initiative is based at the University of Missouri Graduate School. MOST was founded in 2016 by graduate students seeking to create a state-level science and technology policy fellowship program in Missouri. The initial goals of the fellows program were two-fold: 1) to provide scientists with a professional training opportunity in policy; and 2) to elevate the role of science in policy-making discussions at the state-level. In addition to facilitating these roles through the policy fellows program, MOST has expanded to more broadly connect scientists and policy-makers statewide.

We are seeking a **Program Support Coordinator** to facilitate communications and outreach as our organization grows and to be the primary coordinator of the *Missouri Local Science Engagement Network*. The Local Science Engagement Network is a pilot partnership between MOST Policy Initiative and the American Association for the Advancement of Science (AAAS). The Program Support Coordinator will be responsible for working with AAAS to equip scientists and supporters to engage with decision-makers through training and networking events and will support statewide efforts by finding opportunities to elevate the role of science in policy conversations. Additionally, the Program Support Coordinator will assist in general communications for MOST Policy Initiative such as writing press releases, blog posts and newsletter content and coordinating social media content.

MOST Policy Initiative is based in Jefferson City, Missouri, but in-state travel will be a critical component of the Program Support Coordinator's position. Estimated time spent on the road is 25% (1-2 days/week), typically returning to Jefferson City each day.

Job Duties:

- Assist in writing press releases, blog posts and newsletter content.
- Assist in coordinating social media content for Facebook, Twitter, and LinkedIn
- Post content on MOST Policy Initiative website (supported by Wordpress) and communicate with supporters through a communications platform.
- Map and share opportunities for scientists to engage with decision-makers statewide.
- Coordinate a communications plan in partnership with AAAS.
- Recruit scientists and supporters from public and private research institutions to be part of the Local Science Engagement Network and steward relationships with members.
- Facilitate capacity building opportunities and regular webinars/meetings for Local Science Engagement Network participants.
- Identify methods and coordinate program evaluation for Local Science Engagement Network activities.
- Report to MOST Policy Initiative Director on a regular basis and contribute to the long-term vision of the organization.
- Serve as a nonpartisan ambassador for the scientific community to state and local decision-makers, elected officials, and other community leaders.



MOST Policy Initiative is a nonpartisan organization aimed to improve the health, sustainability, and economic growth of Missouri communities by elevating the role of scientific information in policy discussions statewide.
For more information, contact Rachel Owen, MOST Director rachel@mostpolicyfellows.org.

Required Minimum Qualifications:

- Bachelor's degree in communications, science communication, journalism, public relations, marketing, or a related degree.
- Two years work experience in communications, project management, coalition building, or related position.
- Ability to translate complex scientific/technical information into digestible content for a variety of non-scientific audiences.

Preferred Qualifications:

- Master's degree in communications, science communication, journalism, public relations, marketing, or a related degree.
- 3-5 years of work experience in communications, project management, coalition building, or related position.
- Technical expertise in composing and coordinating web-based communications, such as blogs, newsletters, and social media content.
- Experience in building coalitions, coordinating a membership base, or facilitating extensive networking opportunities.
- Initiative to work independently in a face-paced, start-up work environment.

Salary and Benefits:

- Salary is commensurate with education and experience. Base Salary is \$35,000-\$40,000.
- Benefits covered through University of Missouri employee package.
- Support for professional development opportunities (workshops, conferences, etc.)

To apply:

1. Go to: <https://hrs.missouri.edu/find-a-job/staff>
2. Click to view available jobs for “current employees” or “prospective employees”, depending on if you are a current University of Missouri employee
3. Search jobs for “MOST Policy Initiative”

Contact Information:

Rachel Owen, Ph.D.

Director, MOST Policy Initiative

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