



## Institute for the Advancement of Food and Nutrition Sciences

### **Scientific Program Manager – Food Microbiology**

Are you interested in helping enable solutions that lead to positive change across the entire food and beverage ecosystem?

The **Scientific Program Manager – Food Microbiology** will be responsible for planning, leading and driving all committee activities, including research grant management, workshops, seminars and symposia. You will be key to our food microbiology program and will serve a primary staff contact for research in this area. At IAFNS, you will leverage your current skills and learn to manage new challenges and embrace future opportunities.

Responsibilities include, but are not limited to:

- Keeping abreast of scientific issues of interest/importance to the committee or program and contributing novel and relevant research ideas or directions.
- Managing the fiscal activities of committees/programs, including developing annual budgets, preparing committee assessments, processing payment of research grants and other vendor invoices, and monitoring day-to-day finances of the committee/program.
- Preparing draft committee meeting materials and agenda for discussion with and review by committee chair and executive director.
- Preparing for committee meetings, including sending out meeting notices, preparing meeting packets, etc.
- Planning and managing workshops or symposia undertaken by committees.
- Producing accurate and timely meeting proceedings or special publications of committee meetings.
- Preparing draft annual committee reports.

### **Requirements and Qualifications:**

- Curiosity and interest in food safety and nutrition.
- Master's degree, or PhD, or equivalents with a background in a relevant scientific discipline related to food microbiology, food safety, food science, or animal science.
- Good organizational and administrative skills.
- Demonstrates excellent verbal and written communication skills.
- Possesses thorough knowledge of Microsoft Word, PowerPoint and Excel and related computer programs.
- Possesses ability to effectively manage several committees/programs concurrently and handle a variety of diverse activities leading to positive outcomes to the committees and IAFNS.
- Possesses ability to work effectively with members and potential members from diverse backgrounds
- Demonstrates the ability to effectively prioritize activities and responsibilities.
- Membership association or professional society experience would be a plus.



IAFNS is headquartered in Washington, DC. A remote or hybrid work arrangement may be considered for the outstanding, highly qualified candidate.

This position reports to the IAFNS Executive Director.

### **How to Apply:**

Individuals interested in applying should send a resume and cover letter to [iafnscareers@iafns.org](mailto:iafnscareers@iafns.org).

Principals only, please. Unsolicited resumes from third-party agencies will not be considered. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

### **About Us**

The Institute for the Advancement of Food and Nutrition Sciences (IAFNS) is the only organization in North America uniquely positioned to mobilize industry, government and academia to drive, fund and lead actionable research and elevate food safety and nutrition sciences—all with the ultimate goal of advancing public health. Our collaborative and inclusive tripartite structure empowers members to bring forward the diverse perspectives of the entire food and beverage ecosystem. Learn more about our work at [IAFNS.org](http://IAFNS.org).