

UNION OF CONCERNED SCIENTISTS

POSITION DESCRIPTION

California Program Assistant

The Union of Concerned Scientists seeks an efficient, organized and energetic individual to provide a broad range of administrative support for the programs in our California office.

This is an opportunity for the right individual to contribute skills and talents to a high quality, mission driven team. The Union of Concerned Scientists is the leading science-based nonprofit working for a healthy environment and a safer world. UCS was founded in 1969 and currently has a membership and activist base of over 100,000, a staff of over 125, and offices in Cambridge (MA), Washington DC, Chicago, and Berkeley (CA). The Berkeley office focuses on clean vehicles, renewable energy, and climate change issues.

GENERAL DUTIES AND RESPONSIBILITIES:

The essential job duties/responsibilities of the position are included in but not limited to the information listed below.

Outreach Manage volunteer lists for activities, book venues, and liaise with volunteers on an as needed basis. Load action alerts and website updates.

Disseminate reports, updates, and other materials to targeted recipients.

Research Conduct limited web, database, and library research on selected scientific issues to support program work and funding proposals. Gather information to support staff in responding to requests from the media, legislators, coalition partners, and others.

Writing and Communications: Support staff writing efforts by drafting fact sheets, letters, and other materials, and contributing to larger research projects conducted by CA staff.

Administrative Support Provide general administrative and program support to the staff of the California office. Duties will include: compiling information, answering phones, conducting routine correspondence, distributing mail, making travel arrangements, scheduling, copying, filing, filling in periodically for the Office Manager, and helping staff members meet financial and time-tracking deadlines.

Perform other duties as required.

BASIC KNOWLEDGE AND SKILL

The successful candidate will be someone who is organized, pays attention to

details, has a pleasant and professional phone presence, and enjoys multi-tasking. The position requires the ability to shift priorities based on program needs as directed by the California Office Director. In addition, the position requires self-motivation, good interpersonal skills, familiarity with office operations, comfort with computers and learning new software, as well as intermediate level skills in word processing and familiarity with Excel. Applicants should have strong administrative and organizational skills and have the ability to work independently and as part of a team.

EXPERIENCE:

A demonstrated interest in and passion for work that serves the public interest and the mission of UCS is preferred but not required.

A minimum of 1 year of relevant experience as a program, administrative, or research assistant or intern, is required.

Position Details: This position is full time. UCS offers a flexible and friendly work environment. The position offers a competitive salary depending on education and experience, as well as excellent benefits. UCS is an equal opportunity employer continually seeking to diversify its staff.

Email resume and cover letter to cajobs@ucsusa.org by May 9. Please use the subject "California Program Assistant" in the e-mail. Applications will be reviewed as they are submitted.

No phone calls please.