



PARTNER INSTITUTIONS

California State University
California Community Colleges
California Institute of Technology
Stanford University
University of California

Lawrence Berkeley National Laboratory
Lawrence Livermore National Laboratory
NASA Ames Research Center
NASA Jet Propulsion Laboratory
Sandia National Laboratories
SLAC National Accelerator Laboratory

Science Officer at the California Council on Science and Technology (CCST)
Sacramento, CA

How to Apply

Please submit a cover letter and resume to ccst@ccst.us. The cover letter should be page 1 of your resume and sent as one PDF. The letter should specifically outline the reasons for your interest in the position, your particular skills and experience directly related to this position, and how you learned about the job opportunity.

About CCST

California's most pressing public policy issues require solutions that engage the State's extraordinary research and innovation enterprise. CCST is a nonpartisan nonprofit created via the California Legislature in 1988 to provide objective advice from California's leading scientists and research institutions on policy issues involving science and technology (S&T). Despite California's rich intellectual capital and long tradition of crafting future-facing policies, structural barriers prevent its policymakers from readily accessing the S&T expertise in research institutions resident in the state. CCST works with a range of government, research, and philanthropic partners to *build* more agile, inclusive, and impactful S&T advisory frameworks; *elevate* policymaker awareness of the S&T contributions of California's research institutions; and *foster* a more diverse and inclusive network of S&T-savvy policy leaders.

For more information, please visit <https://ccst.us/>.

Core values

The pillars of our organizational identity, our core values of service, independence, and partnership are anchored in our foundational commitments to diversity, equity, and inclusion.

- **Service** We are driven by a desire to serve and see S&T applied to public policies that provide all Californians with opportunities to participate and prosper. We connect our diverse network of S&T experts with policymakers to help them fulfill their missions.
- **Independence** As a nongovernmental, nonpartisan institution, we operate independently of organizations and individuals with a stake in the outcome of State policy decisions. We engage inclusively with S&T experts from a broad range of disciplines and lived experiences, serving as honest brokers of their knowledge and perspectives.

- **Partnership** We work across institutions, partnering with academic, research, governmental, philanthropic, and other communities to leverage their collective expertise and diverse perspectives to fulfill our mission.

POSITION OVERVIEW: SCIENCE OFFICER

The CCST Science Officer is a key member of our science services team and will provide coordination, and delivery of science services. They are responsible for conducting program development, planning and evaluation, synthesis, and dissemination of CCST Science Services. This role includes managing the development and implementation of study contracts. The duties of this position may include, but are not limited to, problem-solving and analyzing issues independently and without precedent; formulating strategies and administering processes and resources; collecting, compiling, and analyzing data for various projects; successfully managing all experts associated with projects and studies, including subcontractors and their contracts; and tracking the planning, writing, and editing of project deliverables.

Success in this position will require a candidate with strong leadership skills, initiative, and the ability to quickly adapt to changing circumstances. The successful candidate will be comfortable challenging the status quo and discussing innovative ideas or changes to existing processes. They will also possess professional skills to manage stakeholders at all levels toward the goal of providing timely, well-crafted, and relevant S&T information to state policymakers.

The selected candidate must also be a team player, skilled communicator, hard worker, and eager to learn and grow with the organization.

REPORTING RELATIONSHIPS

This position reports directly to the Director of Science Services and works closely with CCST staff and other CCST stakeholders.

PRIMARY RESPONSIBILITIES

60-75% Manage projects requested by the State Legislature, Executive Branch, or CCST Leadership.

- Lead the development of the scope of work for requested projects. These projects include but are not limited to peer-reviewed reports, CCST's expert briefing series, and organizing and preparing related materials for various convenings of S&T experts.
- If leading a project: manage CCST team participation and the project budget and lead the team of S&T experts who volunteer to serve on CCST's ad hoc committees, working groups, and/or advisory panels.
- Perform rapid topical outreach and research in order to inform scope development of various projects and gather appropriate expertise.

- As appropriate, coordinate weekly project steering committee meetings, including the preparation of associated materials.
- Manage peer review process for project final reports, including receiving comments, organizing comments, assuring the comments are directed to the correct author(s), confirming all comments are addressed, and edits are made to the report as needed.
- Manage layout and technical editing processes for publications.
- Work with CCST Communications staff to develop website and other out-facing materials related to projects.

15% Identify opportunities, develop, oversee, and promote program development through collaborations and strategic alliances between research and education institutions, businesses, agencies, philanthropists and others to further the State’s interests related to science and technology policy.

- Maintain regular interactions with relevant external communities.
- Participate in professional associations relevant to CCST’s interests.
- Provide staff support and background for CCST leadership to meet regularly with State Legislators, members of their staffs, members of the Executive Branch, and others with science and technology interests.
- Maintain independent set of regular meetings with State policymakers and other stakeholders.
- Support development for new projects that are either requested by state government or emerge from Board and stakeholder discussions by identifying funding sources, following up with individual contacts, and ongoing stewardship of relationships with interested parties, including funders.

15-25% Serve as technical lead on maintaining and administering CRM database (Salesforce) used to track expert and stakeholder relationships, science services, partner engagement, and related outputs.

- Work with other team members to develop organization-specific practices, formats, and processes for tracking contacts and engagement with CCST.
- Develop and maintain related custom objects, fields, formulas, validation rules, workflows, and page layouts.
- Perform regular uploads, exports, and updates of data.
- Analyze data and develop reports and dashboards in Salesforce according to CCST staff needs.
- Lead user training, skills refresh, and related documentation.

MINIMUM QUALIFICATIONS

- Bachelor’s degree required; Master’s strongly preferred. Demonstrated experience in managing projects can be used to satisfy education requirement.

- A strong sense of accountability, including commitment to organizing, prioritizing, and planning work activities according to established timelines and schedules, and the ability to manage a project transparently and with a high degree of accountability. Ability to use sound judgement in responding to issues and concerns.
- Working knowledge of administrative procedures, processes, and tools including word processing, spreadsheet, and database applications.
- Strong verbal and written communication skills, active listening, critical thinking, multi-tasking, and time management skills.
- Excellent interpersonal skills, with ability to work as a team member within an established office structure.
- Recognized ability to meet multiple deadlines by maintaining a high level of organization while also remaining flexible.
- Ability to work productively in a remote or virtual environment as necessary.
- Ability to use discretion and maintain all confidentiality.

DESIRED QUALIFICATIONS

- Prior experience working as a program manager or similar in a relevant field.
- Prior experience working with a CRM database such as Salesforce.
- Self-starting, independent worker who can thrive in a busy and motivated organization.
- Sharp attention to detail with ability to be productive in multiple concurrent projects.
- Strong organizational and problem-solving skills.

SALARY RANGE

\$50,000 - \$75,000

BENEFITS

- Competitive salary and 403b match
- Medical, dental, and vision insurance options
- Relocation assistance
- Some telework may be negotiable following our return to the office
- Huge nonprofit vision (we need you to build the future and do meaningful work every day that motivates you)

APPLICATION DEADLINE

Applications will be accepted until the position is filled. **Application review will begin July 12th.**

The California Council on Science and Technology is an equal opportunity employer. We make hiring decisions based on qualifications, merit, and our organization's business needs. We do not discriminate based on race, color, religion, sex, age, national origin, gender identity, sexual orientation, physical or mental disability, veteran status, pregnancy, or any such status protected under federal, state, or local law.