

Manager of Training Programs

We are seeking a full-time Manager of Training Programs who will manage our efforts in career and professional development training.

The [Science Communication Lab](#) (SCL) is an innovative nonprofit organization dedicated to using multimedia storytelling to engage the public, including educational and scientific communities, in the journey and wonder of science. The SCL's education arm includes [iBiology](#), which features the excitement of modern biology in high-quality educational videos available to anyone.

iBiology offers a diverse range of professional development programming for scientists. This includes [innovative online courses](#) that teach graduate students and postdocs experimental planning, design, and communication on our courses platform, and the annual [Share Your Research science communication workshop](#), where we teach early career scientists from diverse backgrounds how to give a good research talk. We also collaborate with other institutions to develop, facilitate, and evaluate curricular programming specific to their needs.

Job description:

The Manager of Training Programs will help manage our existing training programs, which include virtual and hybrid workshops, by organizing logistics and participating in curriculum development, facilitation, and evaluation. In addition, they will work with our iBiology online courses team to cultivate learning communities in the courses platform by corresponding with participants and developing and implementing community-building initiatives, among other activities. They will also assist in building and launching new online courses on the platform.

The Manager of Training Programs does not need to be a content expert in any of the academic research topics covered in our courses in order to manage the respective programs, but they do need a level of familiarity with them; thus, a doctorate or a masters in the life sciences is required.

This position has great potential to grow into a more advanced role. We envision it evolving into developing and managing new education/training programs as future partnerships emerge.

Responsibilities will include:

Training program coordination

- Organizing meetings, logistics, and communications for program directors, facilitators, and participants of SCL's training programs.
- Participating in curriculum development and iteration.
- Facilitating, along with other SCL staff, virtual and/or in-person sessions of the training programs.

- Managing and contributing to the evaluation efforts of SCL's training programs.
- Interacting with senior faculty and early career researchers from diverse backgrounds.

Online course management

- Monitoring the course platform email account and forums; responding in a timely manner.
- Building, running, and evaluating initiatives to improve learner engagement and interaction.
- Assisting in marketing for the online courses by drafting newsletter and social media content amongst other outreach efforts.
- Managing the migration of existing SCL content onto the courses platform.

Partnership development

- Assisting in fundraising efforts for future education/training programs, including grant writing, pitching ideas to potential partners, etc.
- Developing and managing future education program efforts/partnerships.

Required qualifications and experience:

- Masters or Ph.D. in the biological sciences.
- Experience running workshops and leading new education initiatives.
- Excellent verbal and written communication skills; prior experience giving research talks.
- Knowledge of the life science academic training process.
- Well-organized and able to prioritize and execute multiple projects simultaneously. Must be detail oriented.
- Demonstrated interest in partnership building and cultivation.
- Proven relationship-building skills with people from various backgrounds and cultures.
- An enthusiastic and positive team player with strong interpersonal skills who is able to work well on a small team.
- Program evaluation experience, along with some statistical analysis proficiency, preferred but not required.
- A passion for science education and communication is a plus!

Additional Information:

- Job location: downtown Berkeley, California (can be virtual through March, 2022).
- Grant-funded staff position with Science Communication Lab, including generous benefits and competitive salary commensurate with experience. EOE.
- Salary is \$75,000 or more, depending on experience (negotiable).
- The position is for up to 1 year, with the possibility of extension.
- Applicants must be authorized to work in the US.
- Preferred start date is as soon as possible in 2022, preference for January or February (negotiable).

Please send a cover letter and resume to jobs@scicommlab.org with "Manager of Training Programs" in the subject line.