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### Science Fellows Program Manager

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

### How to Apply

Please submit a cover letter and resume through our application portal here:

<https://www.tfaforms.com/4936873>

The cover letter should explain your interest in the position and your relevant skills and experience. Please consider answering the voluntary questions on demographic data and where you learned about this position – this information helps us understand how we can continue to improve our recruitment and hiring processes to increase diversity, equity, and inclusion in our workforce.

### Join Our Team!

The mission of CCST is to understand and inform public policy conversations to enhance the impact of science and technology (S&T) in addressing California's most pressing challenges. Through partnerships with California's S&T experts, research institutions, State agencies, the Legislature, and other nonprofit organizations, we help build a more resilient and equitable future for all Californians and promote California's global leadership in science, technology, and innovation. The CCST Science and Technology Policy Fellowship is one of our flagship programs that delivers on this mission by placing PhD scientists directly in Legislative and Executive Branch offices to provide scientific expertise and support.

You will join our team at a moment when opportunities for change and needs for credible science advice are aligned and growing. CCST is expanding our team as we innovate the delivery of science advisory support to be more proactive in delivering the independent, evidence-based, and credible advice needed to meet society's most pressing problems today – and in the future. You will build new partnerships and processes to enhance the delivery of transdisciplinary solutions that promote diversity, equity, and inclusion and inform the development of policies that benefit all of California's people and communities.

*CCST has implemented a mandatory vaccination policy effective **October 1, 2021** requiring COVID-19 vaccinations for all employees. In accordance with CCST's duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families, our partners and visitors, and the community at large from infectious diseases that may be reduced by vaccinations. Employees seeking an exemption from this requirement for medical or religious reasons may submit an accommodation request, which will be reviewed on a case-by-case basis.*

## About CCST

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). Our formation reflected the recognition that California's most pressing public policy issues require solutions that engage the State's extraordinary research and innovation enterprise. CCST works with partners in the research, government, and philanthropic sectors 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. Our **core values of service, independence, and partnership** are anchored in our **foundational commitments to diversity, equity, and inclusion**. Read more about our mission, vision, values, and team here: <https://ccst.us/about-ccst>

## POSITION OVERVIEW: SCIENCE FELLOWS PROGRAM MANAGER

Every year, California policymakers must make critical decision on a number of complex and dynamic issues facing our state, such as the state's water supply, energy grid, and public health. The Science Fellows Program Manager will manage all aspects of the CCST S&T Policy Fellowship Program to successfully recruit 15 PhD scientists and engineers annually to help provide expertise to policymakers in Sacramento as they make these critical decisions. During their year of public service, these scientific minds get a front-row seat learning about the craft and process of policymaking in California. The CCST Science Fellows Program Manager plays a key role in ensuring the CCST Science Fellows gain valuable training and experience in public policy and leadership while in turn, policymakers gain access to science savvy staff who can inform policy discussion with scientific perspectives and expertise.

The Program Manager will manage timelines, deliverables, people, project ideation, resources, and contracts to deliver a successful program that trains the science policy leaders of tomorrow. The duties of this position may include, but are not limited to:

- Establishing and implementing program goals and processes
- Ensuring advancement opportunities for individuals from underrepresented groups through targeted recruiting and outreach.
- Researching, interpreting and applying program and contract guidelines and requirements
- Formulating strategies in a complex policy landscape
- Administering resources
- Continually innovating on all aspects of the program
- Oversight of planning, writing, and editing of program deliverables including but not limited to priority DEI efforts.

Success in this position will require strong leadership, problem-solving skills, initiative, adaptability, and the ability to thrive in a talented, motivated, and dynamic team.

The successful candidate will be a team player, skilled communicator, hard worker, and eager to learn and grow with us. They will be comfortable challenging the status quo and discussing creative ideas or changes to existing processes. They will also possess professional skills to manage stakeholders at all levels, toward the goal of delivering an impactful and relevant fellowship program to State policymakers.

## REPORTING RELATIONSHIPS

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

## PRIMARY RESPONSIBILITIES

**20%** Serves as an institutional representative between key policymakers, fellowship alumni and current Fellows to provide the training and ongoing support needed to maintain and improve the program.

- Works directly with the California State Legislature and Executive Branch as an ambassador of CCST and manager of the CCST Science Fellows program to place and support Fellows.
- Works closely with legislative and executive branch representatives regarding placement, office compatibility issues, and other coordination and placement issues.
- Provides ombudsman support functions designed to facilitate early intervention in potential impediments to Fellows placement, personnel matters affecting hosting legislative and executive branch offices, and facilitating assignment or reassignment of Fellow candidates as appropriate.

**30%** Oversees all aspects of complex external relations including:

- Coordinating all CCST Science Fellows related events, materials, policies, and processes.
- Working directly with the Director of Philanthropy to regularly update on the Fellowship status.
- Planning and identifying external communication needs and developing informational materials and events to properly inform potential applicants, state government representatives, funders, and other interested parties in coordination with the CCST Communications team.
- Coordinating and participating in outreach activities at conferences, individual campus events, technical shows, meetings, and other events.

**35%** Manages all Fellows related activities included but not limited to recruitment, training, placement, and mentoring.

- Implementing recruitment process including reviewing submitted applications, determining qualified application packets, synthesizing data, and analyzing statistics.
- Participating in selection of the CCST Science Fellows by analyzing information, summarizing, and identifying trends in Sacramento.
- Working closely with CCST Selection Committee to select applicants to interview.
- Coordinating and delivering training including: identifying speakers, organizing sessions, coordinating the calendar and setting bootcamp learning goals and outcomes.
- Mentoring Fellows through determining their mentoring needs and supporting the Fellows' success.
- Continually providing impartial, independent conflict resolution services to Fellows, mentors and staff.
- Assisting CCST Science Fellows to identify potential professional development activities and outline professional development goals that meet grant guidelines.

**15%** Manages the collection and curation of data and information pertaining to performance of the Fellowship Program, recruitment goals, and impact of the Fellowship Program on Fellows, mentors, and placement offices through:

- Collecting data from a variety of methods including exit interviews and surveys of Fellows and Host Office mentors.
- Maintaining up to date, comprehensive, and well curated records and databases of Fellowship Program activities and data.
- Analyzing, summarizing, and/or reviewing data, and reporting the findings.
- Interpreting results and/or making recommendations.
- Providing analysis of unique issues/problems, a majority of the time without precedence.
- Overseeing and reviewing data of the yearly online application process including oversight of recruitment.

## REQUIRED QUALIFICATIONS

- Bachelor's degree required. Demonstrated experience in managing projects can be used to satisfy education requirement.
- A passion for mentoring people and helping them achieve their goals.
- Strong written, verbal, and interpersonal communication skills, including attentive listening skills and ability to synthesize information to reach diverse audiences.
- Ability to quickly identify and develop strategies to effectively communicate CCST's message.
- Skilled at recognizing and effectively addressing and resolving potential concerns from stakeholders in order to mitigate problems or issues.
- Ability to work as a team member within an established office structure.
- A high degree of accountability, including recognized ability to manage a project transparently and meet multiple deadlines by organizing, prioritizing, and planning work

activities according to established timelines and schedules. Must be able to use sound judgement in responding to issues and concerns.

- Ability to use discretion and maintain all confidentiality.

#### DESIRED QUALIFICATIONS

- Master's degree or prior experience working as a program manager or similar in a relevant field.
- Experience continually building networks, facilitating effective meetings and building capacity.
- Experience in fellowship program(s).

#### SALARY RANGE

\$70,000 – 85,000

#### 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
- Opportunity to make an impact – help build the future and do meaningful work every day that inspires you!

#### APPLICATION DEADLINE

**Application review is ongoing, and applications will be accepted until the position is filled. Initial review will begin October 25, 2021.**

**See all our open positions here: <https://ccst.us/careers>**

*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.*