

Job Opportunity: Science Associate

SRCD is hiring a Science Associate. Join our dynamic team or share if you know of any strong candidates

The Society for Research in Child Development (SRCD) is one of the world's leading authorities in the field of child development. Our mission is to advance developmental science and promote its use to improve human lives. We are seeking a motivated and organized individual to serve as a Science Associate.

Responsibilities:

The Science Associate will be part of a small team dedicated to supporting and enhancing the research of our members and the scientific study of child development. The position reports directly to the Director for Science Affairs to implement and support programs, committees, and task forces, to correspond with internal and external stakeholders, and to produce summaries and reports. The ideal candidate is a self-starter possessing strong oral and written communication and organizational skills, proficiency with data organization and representation, and familiarity with child development research. Specific responsibilities are listed below.

Support programs and day-to-day activities of the SRCD Science team including:

- Work with Director for Science Affairs to implement initiatives to support scientific communication and engagement among members.
- Organize submission sites for and coordinate reviews of grant applications, awards nominations, leadership nominations, and project proposals. Keep careful records. Communicate decisions, field questions from applicants and recipients, and track deadlines. Analyze, review, and report internally and externally on effectiveness of scientific initiatives, programs, journals, and events.

- Support SRCD's mentorship program for early career doctoral students from underrepresented backgrounds. This includes assisting the Advisory Committee in coordinating monthly virtual seminars, working with the accounting team to ensure that stipend and honoraria payments are processed, and evaluating program impact by creating comprehensive assessments.
- Act as liaison between the Society staff and member governance committees (i.e., the Teaching Committee or Student and Early Career Council). Attend meetings and take minutes as needed.
- Act as liaison between the Society and members at large on scientific initiatives. Assist with setting up member-led programs as needed.
- Compute statistics and provide data visualization of grants and awards.
- Participate in diversification initiatives for grants and awards.
- Partner on projects with the Communications and Marketing, Policy, and Meetings and Events teams as appropriate.

Qualifications:

- A Bachelor's degree (in Psychology, Human Development and Family Studies, Social Work, Education, or a related developmental science discipline). Research and/or academic experience in developmental psychology is a plus.
- Some project or research management experience in an association, scientific society, agency, or academic institution. Excellent written and oral communication skills. Background in science communication is a plus.
- Experience with or willingness to develop grant writing skills.
- Competency in data organization and descriptive analysis (e.g., creating tables and charts summarizing quantitative information).
- Superior time management and an ability to prioritize.
- Proven organizational and interpersonal skills.
- Facility with MS Office applications and Zoom. Experience with Survey Monkey is a plus.

Compensation and Benefits:

This is a full-time position in Washington, D.C. We are currently working in a hybrid pattern, with employees in person at our downtown office twice each week. The salary range is \$52,000-\$58,000, depending on years of experience. We offer exceptional paid time off, in addition to federal holidays and an office-wide closure between Christmas and New Year's. We strongly support employees to participate in school events for their

children and maintain a culture of work-life balance. We are a friendly and welcoming team, who strive to place diversity, equity, and inclusion at the center of our interactions and work. SRCDD also offers a comprehensive benefits package that includes medical, dental, vision, disability, and life insurance coverage. For employees with children, a tax-free savings plan can be used to help cover childcare expenses. Employees are eligible to participate in a retirement savings plan with a competitive match, plus a monthly commuting expense stipend.

To Apply: Please send a resume/CV and cover letter to hr@srcdd.org.

The Society for Research in Child Development is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity, national origin, or disability.