

PUBLIC ENGAGEMENT WITH SCIENCE SPECIALIST

The Kavli Foundation is seeking candidates to apply for a new position, **Public Engagement with Science Specialist**. Individuals with initiative, problem-solving skills, comfort in a fast-paced environment, and expertise and experience in implementing programs or efforts focused on the public's relationship with science should apply. Reporting to the Director of Public Engagement with Science, the Specialist will work to support the foundation's efforts to build a close and meaningful relationship between science and society. The Specialist will lead a suite of activities to fulfill the strategies of the foundation's Public Engagement with Science Program. These strategies include:

1. Strengthen the growing field of public engagement with science (broadly defined to include civic science, science communication, science outreach, etc.) to be sustainable and effective;
2. Ensure scientists are supported to engage and communicate effectively, and;
3. Work with the foundation's key partners at our Kavli Institutes around the world and in our four fields of scientific focus (neuroscience, nanoscience, astrophysics and theoretical physics) to engage the public in various ways. This includes new initiatives at the intersection of science, ethics and public engagement.

The Specialist will also have opportunities to support the foundation's science policy initiatives, which the Director of Public Engagement with Science leads. In addition, the Specialist will take initiative to identify, develop and implement special projects as they emerge.

The successful candidate will bring a passion for science, an appreciation for how science is conducted, and a commitment to ensuring science has a strong and meaningful relationship with society – and society has a strong and meaningful relationship with science. The candidate must bring experience in engaging the public in science by developing and implementing science communication and engagement activities. Candidates must have a legitimate grounding in science. Successful candidates will thrive in a quick moving environment, possess the ability to work independently, and exercise sound judgement when developing and executing work.

DUTIES AND RESPONSIBILITIES

The Specialist will lead the design and execution of projects to help the foundation realize its mission to advance science for the benefit of humanity. With guidance from the Director of Public Engagement with Science, and other members of the foundation's leadership team, the Specialist will:

1. Lead development and implementation of engagement activities and meetings/workshops (virtual and in-person). For example, efforts could include organizing communication trainings for partners, leading the development a workshop of public engagement professionals to explore big questions in their field or planning a webinar for partners featuring external experts. Activities include drafting background materials, designing and coordinating engagement activities, identifying partners to implement key parts of the work, developing agendas, managing relevant contracts, and coordinating with multiple external partners in collaboration and with the foundation's Meetings and Events Manager, Program Specialist, and Administrative Coordinator.
2. Stay current on latest scholarship, practice and discourse in public engagement (e.g., science communication, ethics in science, civic science, misinformation) and related fields, and ensure foundation staff are aware of the research and findings. Activities might include tracking the latest published research; tracking efforts and initiatives at leading organizations, networks and associations; monitoring social media conversations (webinars, twitter, etc.) about public engagement with science and related topics; attending webinars, conferences and meetings (national and international), and; devising and implementing strategies (summaries, updates, etc.) to brief foundation staff on what is learned.
3. Research, analyze and synthesize information to support related foundation initiatives. Activities might include holding interviews with key stakeholders, managing and doing special research projects (getting information from literature, interviews, online resources, etc.), and summarizing and synthesizing in written and oral forms for foundation staff or our partners. This could include capturing current and future trends based on an understanding of the current state of public engagement and related fields.
4. Lead efforts in support of internal program strategy development, in coordination with the Director of Public Engagement with Science (and other directors as relevant). Activities may include

summarizing strategic directions, concept papers and program activities; drafting reports and presentations for the Board of Directors; and preparing summaries about public engagement and related work for internal staff.

5. Contribute to developing partner grant/contract agreements by creating clear scopes and purposes of work with partners and ensuring programmatic focus of agreements aligns with internal strategies.

QUALIFICATIONS

We are looking for candidates with an intrinsic curiosity about science, and a commitment to ensuring a strong relationship between science and society.

Candidates will have the following experience and expertise:

- 5+ years of experience preferred
- Experience in engaging the public in science
- A strong grounding in science, preferably in basic science (even more desirable if in an area related to our focus areas)
- Appreciation of ethics in science and/or science policy is useful
- Familiarity with social science research about engagement or communication
- Experience and appreciation of international approaches to science engagement desirable
- A graduate degree in a related field preferable

Candidates will also have the following characteristics:

- A proactive approach with a sense of urgency, a clear set of priorities, and a strong work ethic
- A commitment to follow through and ability to complete activities and tasks independently
- Excellent oral and written communication skills, particularly in drafting and editing a variety of materials (letters, white papers, summary documents)
- An ability to synthesize and analyze information
- Skillful in managing multiple tasks and extremely organized
- An ability to travel (sometimes internationally) in conjunction with job responsibility
- An ability to work as a member of teams consisting of both internal and external stakeholders

BENEFITS OFFERED

- Medical, dental and vision insurance coverage
- Employer paid life insurance and voluntary buy up
- Employer paid short-term and long-term disability
- Paid vacation and holidays
- 401(k) plan with a match

ABOUT THE KAVLI FOUNDATION

The Kavli Foundation advances science for the benefit of humanity. The foundation's mission is implemented through an international program of research institutes, initiatives and symposia in the fields of astrophysics, theoretical physics, nanoscience and neuroscience, as well as the biennially awarded Kavli Prize and a program in public engagement with science.

The Kavli Foundation was established in December 2000 by its founder and benefactor, Fred Kavli, a Norwegian-American, physicist, entrepreneur, philanthropist and a champion of science, who held the deep conviction that scientific discoveries have positive long-term impact on human civilization.

Fred Kavli's love of science began as a child growing up on a farm in Norway, where he developed a curiosity about nature and pondered how our world came to be. His childlike sense of wonder and curiosity, a deep fascination with science, and a desire to do something for the long-range benefit of humanity, is the essence of The Kavli Foundation.

With the right support, Fred Kavli knew that scientific research could continue to make a difference in our lives – from the understanding of the universe to the understanding of ourselves. He believed that science leads to benefits we cannot even imagine, and that we have to be willing to fund science without knowledge of those benefits. Recognizing the critical role curiosity-driven research plays in pushing our frontiers, Fred Kavli focused the foundation on basic research and helping scientists explore the big (astrophysics), the small (nanoscience) and the most complex (neuroscience) questions in science. The foundation is also committed to supporting a thriving scientific enterprise that serves – and is an integral part of – society. We have three major program areas at the foundation: Science, Public Engagement with Science and The Kavli Prize.

The foundation staff of 26 brings diverse and deep expertise in science (including our focused fields), public engagement, communication, finance and more. We are passionate about our work and enjoy working collaboratively and creatively to realize our mission.

The foundation, and this position, is based in Los Angeles, California. Our offices are near Playa Vista, in the growing “Silicon Beach” area, and close to LAX.

Please submit a cover letter describing your qualifications, why this job is right for you, your career goals, and your resume to Human Resources: hr@kavlifoundation.org. All applicants are asked to complete the Culture Index Survey found here: <https://www.cultureindex.com/c/7BQEkEX84m>

The Kavli Foundation is an Equal Opportunity Employer.