



The Federation of American Societies for Experimental Biology (FASEB) seeks a Science Policy Analyst to work within its Office of Public Affairs. FASEB advances health and well-being by promoting research and education in biological and biomedical sciences through collaborative advocacy and service to 29 scientific societies and their members.

Position Title: Science Policy Analyst

Status: Exempt, 37.5 hours/week

Reports to: Director of Science Policy

Department: Office of Public Affairs

Date: July 11th, 2019

Location: Bethesda, MD

Primary Function: Conducts policy analysis on issues of importance to the biological and biomedical research community with a specific emphasis on training and workforce development. Researches and develops position statements, whitepapers, letters, and meeting summaries for FASEB leadership and FASEB member society staff. Coordinates the efforts of relevant subcommittee(s) of FASEB's Science Policy Committee (SPC).

Major Duties:

- Directs efforts of FASEB science policy subcommittees/task forces related to training and workforce development. Includes coordination of subcommittee meetings, dissemination of meeting agendas and background information, and development of statements/letters for consideration by the SPC and Board of Directors
- Analyzes proposed policies/regulations related to training and workforce development and identifies similarities and differences from existing FASEB policy statements or prior comments
- Maintains strong working relationships with FASEB Member Societies, federal agencies, and related stakeholder organizations. Includes identifying opportunities for and initiating collaborative projects with FASEB member societies. Communicates regularly with external policy/advocacy organizations on issues of shared concern
- Actively contributes to FASEB communications and advocacy efforts, including writing Washington Update articles, summarizing articles accepted for publication in the *FASEB Journal* and *FASEB Bioadvances*, and participating in and supporting Capitol Hill Days, briefings, and meetings hosted by FASEB or FASEB member societies as needed

Skills Required:

- Excellent written and verbal communication skills, analytical skills
- Ability to interpret and summarize policies, regulations, and legislation for audiences of varied expertise; determine relevance to FASEB community and options for action
- Manage multiple projects with minimal oversight and varied timelines
- Ability to prioritize and meet deadlines
- Strong interpersonal skills and ability to work with a team

Education and Experience:

- Masters or Ph.D. in scientific discipline (biology preferred) or public policy
- Demonstrated interest in science policy and advocacy; fellowship experience preferred but not required

Working Requirements:

- Sitting for a full work day, extensive use of computer keyboard, mouse, and monitor
- Regular local travel to attend meetings and conferences; limited multi-day travel
- Limited weekend/extended work days

Please visit this site to submit a cover letter, CV/Resume, and a policy-oriented writing sample (no research manuscripts): <https://www.faseb.org/employment>

FASEB is an Equal Opportunity Employer

For more information on FASEB, please visit: www.faseb.org