ALFRED P. SLOAN FOUNDATION
Opportunity: Program Associate (Science and the Arts)

Roles and Responsibilities:
The Alfred P. Sloan Foundation seeks a highly motivated and well-organized individual with 2-3 years of work experience to join its national grantmaking program as a Program Associate based in our offices at Rockefeller Center in New York.

The Program Associate for Science and the Arts reports to the Vice President, Programs responsible for the Public Understanding of Science, Technology, and Economics; the Universal Access to Knowledge; and the International Science Engagement programs. This position supports all aspects of these three programs with an emphasis on the Public Understanding program, and has significant responsibility in the development, analysis, and evaluation of proposals, grants and activities across the programs including helping to manage the programs’ press and web presence.

The Program Associate supports the Vice President, Programs through the preparation of materials and presentations and general program support. The Program Associate works as a collegial member of a small, flexible, self-directed, and high-performing team.

This is a two-year appointment (with a possible third year offer) that provides first class training and unprecedented exposure and access to prominent leaders and new initiatives in science and the arts, including every form of media and information technology.

Organization:
The Alfred P. Sloan Foundation, a philanthropic nonprofit founded in 1934, makes grants to support research and education in science, technology, economic performance, and the quality of American life.

Qualifications:
The successful candidate will be a highly intelligent and disciplined self-starter who has strong organizational skills and a detail orientation. A bachelor’s degree or equivalent in liberal arts, communications, science, or other related field, and 2 – 3 years of work experience is required. Rigorous thinking and an energetic, pro-active approach are essential. Strong written and oral communication and interpersonal skills are necessary. The position requires strong analytic and creative ability, and computer skills must include proficiency in a range of information management, and document production applications, including Word, PowerPoint, Excel, Acrobat, and PhotoShop, as well as the ability to independently learn additional applications, including the FLUXX database.

The Program Associate should have the self-motivation and self-confidence to work on projects with a minimum of supervision. He or she must be able to multi-task and have strong internet research skills.

Compensation:
The Alfred P. Sloan Foundation offers competitive compensation and benefits, commensurate with experience

For consideration, please submit an Application form (www.sloan.org/jobs), cover letter and resume to HR@sloan.org.