



KIF1A.ORG

Science Communication Associate

Location: Remote, United States

Reports To: Chief Science Officer, KIF1A.ORG

Part-Time, Hourly Position

Employment Details

Wages & Hours

Pay Schedule: Bi-Monthly

Hourly Rate: \$20/hour

Allotted Hours: 15 hours/week

Duration: This is a 100% grant-funded position with an anticipated start date of October 2020, and an anticipated end date of October 2022. If KIF1A.ORG identifies the need for this position to continue beyond this grant period, additional funding may be pursued/utilized to fund the position beyond October 2022. Applicants interested in a shorter duration (e.g. one year) are still encouraged to apply.

Job Description

The KIF1A.ORG Science Communication Associate is responsible for assisting the KIF1A.ORG Chief Science Officer in the day-to-day operations of the organization's scientific operations, including communications; administration; project management; and scientific investigation.

Qualifications

Possess the skills and experience necessary to carry out assigned responsibilities and a relentless passion for KIF1A.ORG's mission.

Responsibilities

- Support growth of KIF1A.ORG Research Network
 - Identify and contact new members of Research Network
 - Assist in initial response to website inquiries
- Support science communication strategy
 - Help keep KIF1A.ORG up to date on KIF1A/KAND-related literature
 - Contribute to communications such as blog posts and educational resources
- Support management of KIF1A.ORG Research Hub (website and discussion forum)
 - Screen applications
 - Monitor forum boards
 - Maintain website
- Assist in meeting operations when appropriate
 - Aid in note taking and follow-up
- Co-manage KIF1A.ORG scientific volunteers
- Other tasks as needed

Benefits

Flexible Work Hours

This position requires 15 hours in a typical work week (i.e., when no Paid or Unpaid Time Off is used), but the days and hours worked are up to the employee unless specific events (e.g. scheduled meetings, conferences, etc.) require work at a specified time.

Open Paid Time Off Policy

KIF1A.ORG is a lean organization staffed by people who are dedicated to advancing our mission. Employees can take as many personal days as they need, subject to the following expectations:

- Advanced notice to the Chief Science Officer (CSO) is expected for planned days off lasting 5 days or less.
- Employees should notify the CSO of any unexpected days off (e.g. sick days) as soon as possible.
- Employees wanting to take more than 5 days off at a time need written approval from the CSO.
- No specific amount of time off is guaranteed, vested, or accrued under this policy.
- PTO for salaried employees may not be used as a means to extend other types of leave, such as FMLA, Parental, Short- or Long-Term Disability, leaves required by state law, and other extended leave situations.
- KIF1A.ORG expects all employees to maintain excellent performance toward advancing the organization's mission. If performance declines because of use or abuse of the PTO policy, KIF1A.ORG reserves the right to review an employee's use of PTO and take disciplinary action if necessary, up to and including termination of employment.