

HARVARD UNIVERSITY
HARVARD FOREST

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Science Policy Exchange Program Coordinator



The Harvard Forest has a long history of applying forest research to the management and conservation of the New England landscape. In recent years Harvard Forest has built programs that connect science, communication, and policy outreach to strengthen ties between knowledge action through programs such as the Wildlands and Woodlands initiative and the Future Landscape Scenarios Initiative. As an outgrowth of that work, Harvard Forest also helped launch the Science Policy Exchange (the Exchange). The Exchange is dedicating to increasing the impact of science on conservation and environmental policy. As a consortium, we leverage the research resources of six world-class institutions, four Long-Term Ecological Research (LTER) sites, and dozens of participating scientists to confront environmental challenges. We connect scientists with leaders in government, nonprofit, and corporate sectors to define knowledge gaps; we synthesize and translate existing research on timely policy and conservation questions; we undertake strategic outreach and communications to amplify science messages for journalists and decision makers.

We have obtained major foundation funding to launch three strategic initiatives that address critical policy questions in the northeastern United States related to land use, energy impacts, and water sustainability. We seek an energetic and creative person interested in the application of science to policy and management to help lead and coordinate Exchange projects (70%) and to assist with the general development and outreach for the Exchange (30%).

A major focus of this position will be to help coordinate the Landscapes and Resilience Initiative of the Exchange. The initiative consists of three inter-related projects: the landscape scenarios project (led by scientists at the Harvard Forest), the forest pests and pathogens project (led by scientists at the Cary Institute of Ecosystem Studies), and an NSF-funded Research Coordination Network in landscape scenarios, ecosystem services, and linkages to society.

Program Coordinator Duties

Program Leadership and Coordination (70%)

The Science Policy Exchange Program Coordinator will work under the supervision of the Harvard Forest Science & Policy and Exchange Director to coordinate science and policy activities, including:

- Design and organize technical workshops with teams of researchers from across New England.
- Participate in and contribute to scientific working groups.
- Conduct and synthesize stakeholder interviews.
- Translate scientific findings into communication products including reports and policy briefs.
- Develop and execute a policy outreach strategy.
- Help write annual NSF grant reports.

Science Policy Exchange Development and Outreach (30%)

- Help pursue grant proposals and write grant reports.
- Help develop and maintain the Exchange website.
- Help develop and distribute program updates about the Exchange.

Basic qualifications:

- M.S. or Ph.D. in environmental studies, ecology, public policy or related field
- project development and management experience

Additional Qualifications

- working knowledge of and training in land-use and forest policy
- excellent written communication skills including proposal-writing and the preparation of published scientific articles
- proposal-writing experience
- able to develop and update website and other social media accounts
- able to make a minimum commitment of 1 year
- able to travel regionally
- valid driver's license and clean driving record

Position Details

- Full-time, 1-year term position at the Harvard Forest in Petersham MA.
- Potential exists to extend the position depending on interests, performance, and funding.
- Excellent benefit package.
- Anticipated starting salary \$55,000.

Application Process

- Submit a cover letter, resume and contact information for 3 references to Req. 31939BR at <http://employment.harvard.edu/>.
- Applications will be accepted until the position is filled.
- Position to be filled as soon as possible.

Additional Information

All formal written offers will be made by FAS Human Resources.

Harvard Forest, an internationally recognized center for basic and applied research in ecology, conservation and ecosystem studies, with 40 full-time staff is one of 26 Long Term Ecological Research sites across the country sponsored by the National Science Foundation. The Forest facilities include a research and administrative complex, 3700 acres of land, and residential buildings. The Forest is located in Petersham, a small rural town in north central Massachusetts about 70 miles west of Cambridge. For more information visit <http://harvardforest.fas.harvard.edu/>