

Position Title:	Kavli Institute Community Building- part-time, temporary project position		
Location:	The Kavli Foundation Headquarter Office 5715 Mesmer Avenue Los Angeles, CA 90230	Travel Required:	N/A
Direct Report:	Director, Life Sciences	Position Type:	Full-Time

Position Summary

➤ **This is a part time, temporary project position 20 hours/week for 3 months**

Program Background:

To advance fundamental research in the fields of astrophysics, nanoscience, neuroscience, and theoretical physics, The Kavli Foundation has established research institutes at leading academic and research institutions around the world. Inspired by conversations with Kavli Institute leaders, our vision for the Kavli Institutes going forward is to build upon and enrich the existing value of being a Kavli Institute, which includes:

- 1) Building Community within the Kavli Institute Family by connecting the institute members at different levels (e.g., scientific directors, operations directors, faculty member, postdocs, graduate students) with one another, through organization of Peer Learning Groups, other meetings, and written materials (i.e., newsletter).
- 2) Catalyzing Collaborations between Kavli Institutes by organizing and hosting inter-Kavli Institute meetings and seeding promising pilot programs that advance science or new approaches to science.

Responsibilities and Duties:

- Coordination of Kavli Institute Peer Learning Groups
- Serve as a point-of-contact and help schedule group meetings, develop meeting agenda, and maintain content for the groups.
- Conduct background research on Kavli Institutes and host universities to inform program strategy. This could include assisting in assessment and monitoring of the Kavli Institute program.
- Survey university/institute digital and written material
- Participate in conference calls and other events where relevant information is presented
- Draft written materials, including reports of information gathered and meeting minutes
- Organize, or help to organize, other scientific meetings for the Kavli Institutes to seed pilot programs
- Produce outputs for public dissemination
- Developing and preparing a newsletter for the Kavli Institute Community
- Assist in planning and organizing a series of meetings of the Kavli Institutes

Qualifications:

- Master's or PhD in STEM field
- Strong verbal and written communication skills
- Project management experience highly preferred
- Ability to synthesize and analyze information
- Ability to work as a member of teams consisting of both internal and external stakeholders
- Detail oriented, must be able to effectively multi-task and have strong follow through and execution skills

Deliverables and timeline:

December (5-10 hours per week, if available)

- Complete orientation which includes training in project management and communication tools (asana, slack, salesforce)
- Attend and produce summary of early planning calls

January (20 hours per week)

- Launch of Kavli Neuro Futures network virtual meeting series and slack channel
 - Create summary of insights derived from virtual convening and virtual communications, including usage analytics
- Launch Kavli Institute peer learning groups
 - Create meeting summary documents
 - Create Learning Group Planning document including: participant list, rough timeline, goals, topics of interest, etc.

February (20 hours per week)

- Launch of Kavli Futures network in Astro or Nano
 - Create summary of insights derived from virtual convening and virtual communications, including usage analytics
- Kavli Institute peer learning groups
 - Create meeting summary documents
 - Create/update Learning Group Planning document including: participant list, rough timeline, goals, topics of interest, etc.
- Kavli Institutes communications and digital/social media strategy
 - Research current tools and communications pathways used at the Kavli Institutes and create summary document
 - Create analysis report on how to capitalize and coordinate between the institutes and the foundation in Communications and Digital/Social Media

March (20 hours per week)

- Launch of Kavli Institute platform
 - Research and create a platform, in collaboration with science team and communications team, for cross-sharing information among the Kavli Institutes
- Create report summarizing all undertaken activities, including and best practices in fostering collaboration and building community

Application process:

1. Please send resume to hr@kavlifoundation.org
2. complete the Culture Index Survey:
<https://portal.cultureindex.com/public/survey/general/7BQEkEX84m/59149>