Beyond Benign, Incorporated

Position Opening: Program Manager, Green Chemistry Teaching and Learning Community

Beyond Benign, a nonprofit organization dedicated to green chemistry education, is seeking a professional individual for a new position as Program Manager for a new community project in partnership with the American Chemical Society Green Chemistry Institute (ACS GCI). At Beyond Benign, our mission is to foster a green chemistry education community that empowers educators to transform chemistry education for a sustainable future. The Green Chemistry Teaching and Learning Community (GCTLC) will provide the online hub needed to support the adoption of green chemistry and hasten the transformation of chemistry education. We envision a fully supported site that houses educational resources and provides an interactive global networking and collaboration platform. The Program Manager position involves managing the development and launch of the GCTLC, and includes multiple tasks.

Responsibilities:

- Manage a Project Team consisting of a Project Manager (for technical development), and additional consultants as needed (i.e., librarian)
- Manage a Leadership Committee comprised of a diverse set of stakeholders in the green chemistry education community (anticipated to be around 20 people from K-12, higher education, and industry)
- Solicit input and guidance from the Leadership Committee, as needed, through regular conference calls and communications
- Direct Leadership Committee member tasks (i.e., through sub-committee work), along with Project Team tasks, as needed
- Lead the development of surveys and focus group sessions with stakeholders to scope the needs of the community
- Lead the design of workshop and promotional materials to engage the community through the GCTLC platform
- Develop and lead a plan to pilot test the GCTLC platform with a group of stakeholders
- Work with Beyond Benign and ACS GCI staff members in the preparation of communications for the GCTLC programs (i.e., newsletters, e-mail communications, social media posts, quarterly reports, flyers, presentations, etc.)
- Coordinate webinars, conferences, workshops, and other program tasks as needed
- Organize and maintain files and records
- Maintain and develop partnerships with strategic partners and institutions that have synergistic activities to the GCTLC

Requirements:

A minimum of 5 years of experience in Program Management, or equivalent experience is required. Experience in green chemistry research, outreach and education is beneficial. Experience and interest in leadership, communications, partnership development, and administrative skills are beneficial. Attention to detail, excellent verbal and written communication skills are essential.

Terms: Negotiable based on experience.

Location: Remote
**Compensation:** Salary is negotiable and will be based on experience and qualifications, plus benefits package/PTO available.

**Contact:** E-mail cover letter, resume/CV and inquires to info@beyondbenign.org

https://www.beyondbenign.org/