

Operations Assistant

Schmidt Science Fellows



About Schmidt Science Fellows

Infectious disease. Climate change. Food insecurity. An aging population. Species extinction. The crises that face our planet and our society are broad, deep, and multi-faceted. They recognize none of the neat boundaries that are often and traditionally applied to science.

We are living in a new era of science, technology, and innovation. Scientific progress and cutting-edge technologies are rapidly accelerating our understanding of the natural and built worlds. Research is global and is helping us to tackle many pressing challenges and improving lives around the world.

In this new era, the best scientists should draw insights from across numerous disciplines, be able to apply new techniques, and possess a broad worldview informed by the intersections between science and society. This is the space we work in.

We believe in a vision of a world where interdisciplinary science flourishes without limit, accelerating discoveries to benefit the world, and driving innovation that improves quality of life for all.

We help scientists solve bigger problems faster by identifying, developing, and amplifying the next generation of science leaders, building a community of scientists and supporters of interdisciplinary science, and leveraging this network to drive sector-wide change.

Schmidt Science Fellows is an initiative of Schmidt Sciences, delivered in partnership with the Rhodes Trust. The Program was launched in 2017 by Eric and Wendy Schmidt.

To learn more about Schmidt Science Fellows and our mission, please watch our film, '[Science Needs to Change.](#)'



The Position

We are seeking a highly organized and detail-oriented Operations Assistant to support our daily operational functions. This role will be responsible for assisting in a variety of tasks that ensure smooth and efficient business operations. The ideal candidate will be a proactive problem solver, able to manage multiple tasks at once and contribute to improving internal processes.



Key Responsibilities

The successful candidate will support the Director of Operations and Budget (DOB) in the following areas:

- Administrative Support
 - Scheduling meetings for the DOB as well as other members of the team
 - Managing calendars
 - Maintaining and organizing office supplies both in the office and at events
 - Managing shipping projects across the year and at events
 - Periodic local meeting support to include conference space set up and catering
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- Finance Support
 - Manage preparation of expense reports as requested by DOB
 - Review expense reports submitted by other team members to ensure consistency with budget coding
 - Review expense reports submitted by Fellows to ensure policy adherence
- Event Planning & Delivery

- Assist in coordination of domestic and international travel
 - Assist before, during, and after offsite external convenings
- Additional Administrative Tasks
 - Preparation and production of high-quality materials for distribution to all levels of our organization and high-profile stakeholders
 - Produce high-quality, professional emails and messages to individuals at all levels of our organization as well as high-profile stakeholders
 - Editing and proofreading spreadsheets, documents, and presentations
 - Support in planning and execution of key operational projects, helping to track deadlines, milestones, and deliverables
 - Work with the Operations team to identify inefficiencies, suggest improvements, and help implement new procedures
 - Assist with data entry and maintenance of Salesforce CRM records
- Other duties as assigned



Knowledge, Skills, and Attributes

Candidates for the position should be able to demonstrate the following knowledge, skills, and attributes:

- An understanding of and experience with office administration work and events delivery.
- An affinity with the Schmidt Science Fellows mission and long-term vision.

- Strong organizational and project management skills, with the ability to handle multiple tasks simultaneously and meet deadlines.
- Excellent attention to detail and problem-solving abilities.
- Strong interpersonal and communication skills, both written and verbal.
- Experience working in a complex and fast-paced environment, with the ability to interact professionally with internal and external stakeholders.
- Have a positive, inclusive, collaborative working style with a clear commitment to the highest delivery standards, ethics, and confidentiality.
- Flexibility to adapt to changing circumstances and priorities and a willingness to manage flexible working to accommodate our international operations, management, and Fellows across multiple time zones.
- Be a reliable self-starter who can self-motivate and manage their own work area while recognizing when to engage organizational leaders and colleagues.
- Experience with modern office procedures, MS Office Suite, GSuite, and Zoom.
- Prior experience in Salesforce is an advantage but training can be provided.

Requirements

- Bachelor's degree or equivalent qualification from an accredited institution.
- At least three years of experience in administrative support.
- Be able to co-work at our offices in Tysons Corner, VA two days a week and be able to travel internationally.
- Be able to travel for up to 7-8 days at a time with notice to engage with the Schmidt Science Fellows community and to support major events and convenings.

Terms of Appointment

We are looking for the successful candidate to start as soon as possible. Terms and salary will be discussed with candidates.

To Apply

Schmidt Science Fellows is an equal opportunity employer. We warmly welcome applications from talented people of diverse backgrounds and appoint without regard to age, disability, gender, gender identity, gender reassignment, sexual orientation, pregnancy or maternity, parental status, marital or civil partner status, race, color, ethnic or national origin, nationality, religion, or belief.

Applications will be reviewed on a rolling basis, with first-round interviews by video call for suitably qualified candidates. Shortlisted candidates will be invited to an in-person panel interview.

Please send your curriculum vitae (no longer than three pages) plus a cover letter (no longer than two pages) and the contact details of at least two

references (these will not be contacted without the applicant's permission) to careers@schmidtsciencefellows.org.

