



Programs Coordinator

Sigma Xi, The Scientific Research Honor Society seeks Program Coordinator at the Society's headquarters in Research Triangle Park, North Carolina. Sigma Xi is an international, multidisciplinary, membership-based organization with more than 100,000 elected members and 500 chapters. Membership in Sigma Xi is by invitation or nomination and is based on research achievements or potential. The Society's mission is to enhance the health of the research enterprise, foster integrity in science and engineering, and promote the public's understanding of science for the purpose of improving the human condition.

POSITION SUMMARY

Under the supervision of the Manager of Programs, the Program Coordinator will support administrative functions and activities of the Society's programs including, but not limited to, Grants in Aid of Research, Student Research Conference, and Student Research Showcase. S/he will coordinate members' involvement in the Society's programs. The Programs Coordinator is expected to deliver high quality customer service experience when dealing with members.

This is a full-time non-exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitor all program affiliated email accounts, create appropriate responses, and fulfill requests within 24 hours
- Serve as the contact for student program participants
- Assist with administering and analyzing programs surveys
- Update information on relevant pages on the Sigma Xi website
- Export and organize submissions for programs and events
- Handle inbound and outbound programs-related phone calls and inform callers of current/upcoming programs and events
- Connect members with volunteering opportunities and coordinate their involvement
- In collaboration with the Manager of Programs and Director of Programs, create and administer programs promotion/marketing emails
- Serve as administrator on selected partner platforms, including Tallo and YourMembership
- Manage the annual Sigma Xi October Madness, an event that engages members in predicting Nobel Prize winners
- Process programs-related mailings



- Assist the Manager of Programs with administrative tasks of related Sigma Xi events such as the Student Research Showcase, Annual Meeting and Student Research Conference, and STEM Art and Film Festival
- Other duties as assigned by Manager of Programs and Director of Programs

SUPERVISORY RESPONSIBILITIES

None

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ☐ Ability to work in a fast-paced environment
- ☐ Pleasant demeanor and attitude
- ☐ Ability to exercise confidentiality, discretion, judgment, and tact
- ☐ Ability to work independently and as a team member
- ☐ Strong communication and customer service skills
- ☐ Ability to communicate effectively with various groups of individuals
- ☐ Excellent analytical and organizational skills
- ☐ Demonstrated ability to prioritize and handle tasks effectively
- ☐ Advanced-level skills in Microsoft Office Suite, especially in Outlook, Word, PowerPoint, and Excel

REQUIRED EXPERIENCE

- ☐ 3 years professional experience in membership and/or non-profit organization (preferred)

EDUCATION:

- BS or BA degree in a relevant field

EXPERIENCE/EDUCATION PREFERRED

- B.A. or B.S. in Communications with experience in writing and communicating about science and technology



Sigma Xi offers competitive salaries, attractive benefits, and a collegial work environment.

Please send resume and cover letter indicating salary requirements to:

Jasmine Shah
Director of Finance and Administration
Sigma Xi, The Scientific Research Honor Society
Post Office Box 13975
Research Triangle Park, NC 27709-3975
Email: hrdept@sigmaxi.org.

Deadline for applications: Open until filled

Sigma Xi is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.