Longevity Undergraduate Program Manager
Location – Remote
Competitive salary and excellent benefits package
Full time position but part-time may be considered

The American Federation for Aging Research (AFAR) is a national non-profit organization based in New York that supports and advances pioneering biomedical research that is revolutionizing how we can live healthier and longer. For nearly four decades, AFAR has served as the field’s talent incubator, providing more than $189 million to close to 4,300 investigators at premier research institutions nationwide. A trusted leader and strategist, AFAR also works with public and private funders to steer high quality grant programs and interdisciplinary research networks. AFAR-funded researchers are finding that modifying basic cellular processes can delay—or even prevent—many chronic diseases, often at the same time. They are discovering that it is never too late—or too early—to improve health. This groundbreaking science is paving the way for innovative new therapies that promise to improve and extend our quality of life—at any age. Learn more at www.afar.org or follow AFARorg on Twitter and Facebook.

AFAR is seeking a motivated, energetic, and experienced Manager to oversee the Longevity Undergraduate Program. The initiative was designed to create a network of undergraduate student programs aimed at inspiring students to dedicate their careers to aging research. The program will provide intellectually stimulating, supportive, and positive research and educational experiences in aging research.

As AFAR’s Longevity Undergraduate Program Manager, you will spearhead the establishment of programs at leading universities designed to concentrate interest in the field of longevity research among undergraduate students and recent graduates. In this role, you will be laying the groundwork for the development of a strong scientific talent pipeline through courses, hackathons, campus initiatives, student clubs, and competitions across the country. A successful candidate will have a blend of passion for the field, long-term vision, and the ability to operate at all levels of detail as needed.

Responsibilities:

- Cultivate and grow a network of young leaders in longevity
- Develop unique initiatives for each program campus
- Organize retreats for program participants and interested students
- Build an internship and full-time recruiting pipeline for longevity-focused biotechnology companies, serving as a campus ambassador for the field

Other responsibilities include preparation of progress reports, conduct of evaluations, social media and database management.
Requirements:

- Bachelor’s/Master’s degree in Biology or other STEM degree. Three (3) to five (5) years related non-profit experience.
- Ability to communicate effectively at a technical level as well as synthesize complex scientific topics in a broadly accessible way.
- Demonstrated ability to work autonomously with a high level of productivity and self-motivation.
- Experience starting and/or leading student organizations.

Special Knowledge, Skills, and Abilities:

- Excellent interpersonal and problem-solving skills. Ability to prioritize and multitask. Exceptional organizational and team management skills are required. Other
- High proficiency with Microsoft products (word, excel, PowerPoint). Understanding of social media platforms, virtual meeting platforms and management and maintenance of websites.
- Entrepreneurial experience, including in the context of non-profits and academic research organizations is a plus.
- Existing network in local scientific communities and educational institutions is a plus.

To Apply:

Email resume and cover letter as PDF or Word attachments to undergraduate@afar.org. No phone calls please.

AFAR is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.