



## **JOB OPENING – Posting 287737**

### **Community-Engaged Research Program & Portfolio Manager**

#### **Who We Are**

We are a deeply collaborative, small but mighty center housed in the Brook Byers Institute for Sustainable Systems (BBISS) within the interdisciplinary research division of Georgia Tech. We are passionate about centering community engagement in the Institute's sustainability and climate research and education initiatives, working in close collaboration with other interdisciplinary research institutes (such as the Renewable Bioproducts Institute, Strategic Energy Institute, and Institute for People and Technology), community-centered offices, and external partners. We know that local knowledge and expertise are crucial to building the sustainability and climate innovations of the future. We are committed to jumpstarting and stewarding authentic relationships and collaborations between Georgia Tech faculty, staff, and students and community partners working across the Southeast to create thriving communities that benefit people and planet. We have spent valuable time working to establish a broad, community-centered approach to sustainability as well as principles for collaboration – and we are intentional about putting the principles into practice. We believe in process and know that the journey determines the outcomes.

#### **The Opportunity**

The Center for Sustainable Communities Research and Education at Georgia Tech (SCoRE) seeks a staff member to join our team as the Community-Engaged Research Program & Portfolio Manager. This position directly supports the Institute's research mission as it relates to the sustainable development of communities. Your work will focus on supporting SCoRE programs and operations that advance community-engaged sustainability research, education, and partnerships.

This is a staff position reporting to SCoRE's Senior Director and working closely with the Director, Business Administration in BBISS. Starting salary range will be between \$90,000 - \$100,000 annually. Final job offer, including salary, will be dependent on candidate qualifications. Note that this position is in-person on Georgia Tech's Atlanta campus.

#### **Primary Responsibilities**

As an integral member of SCoRE's small team, and as part of the BBISS team, you will work collaboratively to carry out these core responsibilities (among other duties as assigned):

1. **Manage SCoRE Programs:** Manage all planning and operational aspects of student programs, such as the [summer internship program](#), SCoRE's student assistant program, and the RCE Greater Atlanta mentorship program, in close collaboration with SCoRE staff; co-manage or provide support to other research, education, and partnership programs, such as community-engaged research (CER) faculty fellows and our multi-unit CER Council; develop and manage a program assessment protocol.

2. **Marketing & Communications:** Manage and oversee weekly newsletter, website, and all other promotional or marketing efforts; work closely with communications staff in BBISS and other offices to raise the visibility of SCoRE's work and cross-promote events and stories.
3. **Manage SCoRE's [Community Catering Program](#):** Recruit additional caterers and event spaces, expand the program to other offices across campus, and continue to grow and improve the program overall, as a foundation of "walking our talk"; additionally, work closely with the BBISS Events Coordinator to plan and execute SCoRE events in alignment with our sustainable communities partnership principles.
4. **Financial Management:** Oversee financial management of all SCoRE programs, working in close collaboration with the BBISS Director of Business Administration; this includes managing multiple funding sources and providing financial assessment as required.

### **Who You Are**

You are committed to a collaborative work environment and excited about connecting universities with communities to make a difference in the world. You are detail-oriented but also think strategically and thrive in a team environment. You are excited to work with a broad array of community partner organizations, faculty, and students.

See the specific requirements below. If this job feels right but you don't meet every requirement, we encourage you to apply anyway. This may just be the job for you, so please give us the opportunity to review your application!

Minimal requirements include:

- 5-7 years of relevant work experience
- Undergraduate degree in a relevant field or an equivalent combination of education and experience

Having experience in some of these areas would also set you up to thrive in this position:

- Project and program management (including program assessment)
- Budget management
- Communicating with and connecting people across sectors, especially between large institutions and communities

### **To Apply**

Interested candidates should apply via Georgia Tech's Careers portal (<https://hr.gatech.edu/careers/>). Scroll down to "Explore Your Next Career Opportunity" and click on "Staff/View Staff Opportunities." This will give you instructions to login or create an account. Search for job posting 287737 and follow the application instructions. Internal GT candidates: log into OneUSG Connect >> Click the **Recruiting Self Service** title >> Then, click the **Apply for Jobs** title and search for the job posting number. Applications will be accepted and reviewed on a rolling basis. Application includes a cover letter and CV or resume. Selection process will include passing a pre-employment background screening.

To receive full consideration, please apply by August 16, 2025. Applications will be reviewed as they are received. The desired start date is October 1, 2025.

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### **About SCoRE**

The Center for Sustainable Communities Research and Education (SCoRE) engages faculty, students, and staff in long-term, strategic research and education collaborations with community partners, focusing primarily on sustainability in the Atlanta region, the state of Georgia, and the Southeast. We have four primary areas of work: Community-engaged Sustainability Research, Community-engaged Sustainability Education, Strategic Community Partnerships, and Thought Leadership. SCoRE is housed in the Brook Byers Institute for Sustainable Systems under the Vice President of Interdisciplinary Research (VPIR). SCoRE is part of the growing community-engaged ecosystem at Georgia Tech, which includes, but is not limited to, Brook Byers Institute for Sustainable Systems; Office of Community-based Learning; Community Relations; Strategic Energy Institute; Institute for People and Technology; Renewable Bioproducts Institute; Office of Sustainability; Center for Education Integrating Science, Mathematics, and Computing; Partnership for Inclusive Innovation; and Enterprise Innovation Institute. Learn more about SCoRE on our website: <https://scres.research.gatech.edu/>.