



www.csidnet.org

Job Title: Head of Membership and Outreach – CSID Network

Salary: \$65,000 USD annually with a 5% cost-of-living adjustment per year

Start Date: April 15, 2025 (contract through at least December 2026)

Employment Type: Full-time (Fully remote, open to anyone in the world)

Reports to: Advisory Board

Supervises: None

Application Instructions

[Please apply here](#) by March 3, 2025.

Note: We encourage authentic responses—please refrain from using AI tools like ChatGPT to craft your answers. We want to hear from *you!*

Organization Mission and Vision

CSID Network connects a global, transdisciplinary community working on climate-sensitive infectious disease (CSID) tools. We aim to foster collaboration among climate and health researchers, software developers, and end users, ensuring these tools are developed and maintained by and for the communities most impacted. By promoting mutual aid, democratic governance, and distributed leadership, we strive to build a sustainable, community-led CSID field that bridges geographic and professional divides, enhancing the capacity to respond to climate-driven health challenges.

Position Overview

The **Head of Membership and Outreach** (HoM) will be the primary point of contact for CSID Network members, a values-driven scientific community of practice focused on enabling members to collaborate on the co-design, development, and maintenance of impactful Climate Sensitive Infectious Disease (CSID) tools. The network's operational and programmatic work are led by committees and working groups composed of volunteer members. A small team of staff work closely with committees and working groups to support the smooth and efficient execution of network activities. The HoM role ensures an inclusive and engaging experience across a growing community of scientists, policy makers, tool developers, and community builders, and involves managing member onboarding and offboarding, facilitating member participation in working groups and committees, and delivering impactful training and education programs. The HoM will also lead on outreach to relevant potential members, ensuring a dynamic and lively community. This egalitarian approach puts in practice the network's values of prioritizing equity in our science and network-building efforts; building good relations for genuine collaboration and reciprocity; and advocating for a model of open science that builds toward

collective, equitable, and just futures. The Head of Membership and Outreach will play a vital role in fostering a collaborative and welcoming community while supporting the network's broader mission.

Key Responsibilities

Membership Management

- Liaise with the Membership and Partnerships Committee to integrate new members into appropriate working groups (WGs) and committee structures.
- Coordinate onboarding processes to orient new members and ensure their seamless integration into the network.
- Oversee the offboarding process of departing members, ensuring smooth transitions and knowledge retention.

Term Limits and Working Group Processes

- Manage term limits for committee and working group memberships, ensuring compliance with network governance policies.
- Facilitate the proposal and approval process for new working groups, while providing operational support and guidance.

Engagement and Member Support

- Serve as the first point of contact for prospective and new members, responding promptly to inquiries and welcoming them into the community.
- Actively engage with existing members to understand their needs and facilitate meaningful participation in network activities.
- Work closely with the Representative Council to gather input on desired training, education, and capacity-building initiatives, delivering high-quality programming to meet member needs.
- Lead on social media outreach and engagement, platform communications and moderation, as needed. In collaboration with the Head of Operations, identify and execute on workflows for effective communication with members and potential members.

Training and Education Programs

- Collaborate with the Training and Education Committee to develop and implement workshops, webinars, and other capacity-building opportunities for members.
- Continuously evaluate and improve training programs based on member feedback and emerging needs within the community.

Relationships and Committees

The Head of Membership and Outreach will work closely with the following committees:

- **Membership and Partnerships Committee:** Collaborate on member integration and relationship building.

- **Training and Education Committee:** Develop and deliver member-focused training initiatives.
- **Communications and Research Committee:** Develop appropriate impact and community growth tracking as well as public outreach materials and ongoing communications for outreach.
- **Governance Committee:** Support governance-related processes, including member term limits and working group structures.
- **Representative Council:** Engage with council members to identify and address member needs.

As part of a non-hierarchical, self-managed team, the Head of Membership and Outreach will share mutual accountability with other core staff members, fostering a collaborative and egalitarian work culture. The role is supervised and supported by the Advisory Board, which provides strategic guidance and oversight.

Qualifications and Skills

Education & Experience:

- Bachelor's degree in communications, marketing, business administration, nonprofit management, event management, or a related field.
- 5+ years of experience in scientific community management, community engagement, or a similar role in a nonprofit, network, or member-driven organization.

Technical Skills:

- Proficiency in community management platforms (e.g., Slack), CRM tools, and project management software.
- Strong organizational skills to manage multiple membership processes and deadlines.

Soft Skills:

- Exceptional interpersonal and communication abilities, with a talent for building relationships across diverse groups.
- Proven ability to work independently while contributing to a team-driven, collaborative environment.

Values and Approach:

- Commitment and alignment to the mission, vision, and values of CSID Network.
- Commitment to cooperative and democratic governance principles, embracing self-management and shared accountability.
- Passion for fostering inclusive, vibrant member communities.

Key Attributes

- Warm and welcoming personality, with a knack for creating a sense of belonging.

- Proactive problem-solver with attention to detail.
- Strategic thinker who can align membership strategies with broader organizational goals.

Language Proficiency

- Fluency in English (both written and spoken) is required for this role to ensure effective communication across the network's global, transdisciplinary community. Additional language skills, particularly in regions affected by climate-sensitive infectious diseases, are a plus and will be considered an asset.

This role offers a unique opportunity to shape the experience of members in a vibrant, community-driven network. If you're passionate about building strong, inclusive communities and thrive in a cooperative work environment, we encourage you to apply!

Work Environment

Our work environment is fully remote, offering flexibility and the ability to collaborate from anywhere. The role is primarily desk and computer-based, with occasional international travel to foster global partnerships and community engagement. We are particularly committed to hiring individuals based in regions impacted by climate-sensitive infectious diseases, ensuring our team brings valuable local perspectives to our global mission.

Travel Required

This role plays a key part in organizing CSIDNet's annual in-person conference. In 2025, the conference will take place in Thailand from July 21-26, requiring travel to support and participate in this pivotal event. There will likely be additional travel for regional events and other opportunities that arise.

Organization Values

Our community of practice actively addresses two major barriers: academic systems that discourage scientific collaboration and undervalue software and community work, and the racial and geographic inequities pervasive in scientific and CSID modeling fields. As a values-driven community of practice, we know that how we work together is as important as the external work we put into the world. Our values are not meant to be nice words that live on a shelf, CSIDNet members—including all staff—strive to enact and embody our values in everyday work, interactions, and decisions. Our values serve as a shared compass for how we navigate the work ahead:

We prioritize equity in our science and network-building efforts. Our goal is to break away from conventional global science models where extraction—whether from individual researchers or from communities in certain regions—is common practice. Without embedding equity into every aspect of our work, we risk replicating the very extractive and oppressive systems we aim to dismantle, creating dynamics that distance us from the communities we seek as partners.

Building good relations is essential for genuine collaboration and reciprocity. Too often, “collaboration” is mandated by international scientific and development agencies, resulting in transactional relationships that rarely last, sustained only by funding. Inspired by Indigenous Science and Technology Studies, CSIDNet values the processes necessary to create and nurture good relations, recognizing that these relationships are foundational for authentic collaboration and meaningful reciprocity.

We believe in sharing what we can for collective futures. “Open science” has faced legitimate critiques: only those with privilege can fully participate; there are longstanding histories of extraction cloaked as openness; and open science can sometimes deepen marginalization. CSIDNet, however, believes that collaboration and knowledge-sharing—grounded in mutuality and care—are essential to achieving social justice through science. We advocate for a model of open science that builds toward collective, equitable, and just futures.

EEO statement

CSID Network provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type 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.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Hiring Timeline

February 5, 2025: Job advertisement opens

March 3, 2025: Application deadline

Mid-March 2025: Shortlisted candidates notified via email.

Late March 2025: Interviews conducted with shortlisted candidates.

Mid to late April 2025: Start date and onboarding