

Education Coordinator with Free-choice Learning Expertise Needed for Successful Non-Profit



The Space Science Institute (SSI) is shaping our future by enabling scientists to advance our understanding of Earth and the Universe; increasing science and technology literacy for people of all ages and backgrounds; and inspiring youth to pursue science-technology education and career opportunities. [SSI's National Center for Interactive Learning \(NCIL\)](#) in Boulder, Colorado has an immediate need for an individual to facilitate professional development for informal educators, including through workshops and webinars. The position will work to build capacity within free-choice learning sectors (e.g., libraries, museums, educational broadcast media) to reach audiences underrepresented in science, technology, engineering, and mathematics (STEM) fields (e.g., [women, minorities, and persons with disabilities](#)). This position is a direct report to the Professional Development Manager to help support NCIL's *NASA@ My Library* program that is part of the STAR Library Network (www.starnetlibraries.org). This position works closely with the Director of the NCIL/Education & Outreach Branch and other members of NCIL. This is a great opportunity to get involved in a team-oriented, fun, scientific and educational working environment. We seek a highly motivated and organized individual who has excellent communication and presentation skills and a background in developing and facilitating free-choice learning experiences for diverse audiences of all ages. This position will work to help [increase diversity, equity, and inclusion in STEM](#) education projects. Prior experience in facilitating professional development events such as workshops and/or webinars is a plus. A basic understanding or interest in space science, computational thinking, or engineering is desired.

The successful applicant will be directly involved in providing professional development on science- and technology-related hands-on activities and other learning resources. S/he will develop, coordinate, and facilitate in-person [workshops](#) and conference sessions on those learning resources for library professionals and other informal educators. S/he will support a [vibrant online learning community](#) by coordinating and facilitating [webinars](#); assisting with the production of "how-to" videos; contributing to an online newsletter, blogs, and social media; and supporting library professionals and other informal educators in the use of project resources in their public STEM/STEAM programs. The Education Coordinator will take an active role in curating, and as necessary, modifying and/or developing science and technology learning resources to continue building a [STEM Activity Clearinghouse](#).

The successful applicant will support collaborative NCIL projects as delegated by its Professional Development Manager. These collaborative activities might include providing content to NCIL's Web Content Manager to disseminate resources and opportunities; prototyping STEAM activities with diverse public audiences; finding relevant published research reports and papers; and communicating the results of NCIL projects to audiences, partners, and funders.

Knowledge/Education: A bachelor's degree in a relevant field and 3-5 years of experience in facilitating free-choice learning experiences are required.

Required Skills/Expertise:

- Working knowledge of free-choice learning.
- Track record of applying promising practices for engaging audiences underrepresented in STEM fields and employment, including one or more of the following: women and girls, certain racial

and ethnic groups identified by federal strategic plans as high priority (i.e., African American, Hispanic, Latino, and Native American), and/or persons with disabilities.

- Capable of working independently and in a team environment.
- Strong interpersonal, communication, and presentation skills are essential.
- Applicant must have excellent writing skills and ability to communicate complex information in a clear and concise manner.
- Knowledge of and experience with one or more online meeting platforms, (e.g., Zoom, GoToMeeting, WebEx), and the Microsoft suite .
- Applicant must be professional and able to complete tasks in a timely manner and to high standards and have demonstrated organizational and problem-solving skills.

Additional Desired Skills/Expertise:

- Experience in facilitating learning on one or more science- and/or technology-related topics, such as space science, computational thinking, coding, or engineering.
- Familiarity with best and promising practices in adult education through workshops, webinars, and other learning formats.
- Experience in designing age-appropriate learning experiences for one or more age bands, such as preschoolers, teens, and/or adults.

This is a full-time position with benefits, dependent upon availability of funds. Annual Salary is \$40,000-\$50,000/year, commensurate with experience. Telecommuting will be considered on a trial basis.

Applicant must be able to travel nationally to facilitate workshops and support conferences and other education events. Travel anticipated to be 25% time or less. Applicants should be able to start as soon as possible.

Benefits: Medical, dental, and vision, with HSA and FSA options. Life, AD&D, short-term and long-term disability. SSI also applies a substantial monthly stipend towards your monthly premium costs associated with these benefits. Generous employer match with our retirement plan. SSI also understands the need for a healthy work-life balance and offers ten paid holidays, vacation and sick leave accruals on an annual basis. We are also a pet- and family-friendly work environment.

To Apply: Interested individuals should send a letter of interest, resume, and three or more sample work products to SSIHR@SpaceScience.org. The three examples of prior work products can include hands-on activity guides, workshop agendas, webinar recordings, conference presentation materials, blogs, etc.

Inquiries from direct applicants only - no recruiters or phone calls please. Applications that do not include all of these items, including the sample work products, will not be considered.

Please note: The Space Science Institute is a non-profit, public benefit corporation and operates as an equal opportunity employer. This job description is general in nature and is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications of the position.

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