

Education Coordinator – Relationship Liaison 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 Education Coordinator, who will serve as a liaison to NCIL project partners on a variety of federal grants. We are seeking a detail-oriented individual with a background in communication, customer service, logistics or similar field, with strong capabilities in: written and oral communications, report writing, web research, and a basic understanding or interest in science and science education. This is a great opportunity to join a small, team-oriented, fun, scientific and educational working environment.

The successful applicant will work closely with NCIL's Community Engagement Manager and will be responsible for building good customer relations with several NCIL community of practice networks, such as the STAR Library Network (www.starnetlibraries.org) and its *NASA@ My Library* program. They will be working directly with federal project partners (such as library staff and other project partners) to proactively determine needs and desires of these partners. They will also coordinate (and continually provide follow-up for) traveling exhibits and/or science kits, while fostering the related networks. The successful candidate will also perform informal educator network coordination duties, collect and organize metrics and resources for annual project reports, provide general project support as delegated by the Community Engagement Manager and other Senior NCIL staff, represent the NCIL team at local and national conferences, and other various duties as assigned.

Knowledge/Education: A BA in a related field, or 3+ years' experience in a communications, informal education, or logistics field (or similar) is required.

Skills/Expertise required:

- Knowledge of and experience with Internet Explorer and other similar web platforms, Microsoft Word, Excel, PowerPoint, Outlook and social media tools is required.
- Self-directed individual with strong organizational skills and the ability to work autonomously while coordinating multiple ongoing initiatives
- Adept at developing and fostering relationships with community or other groups
- Strong interpersonal and communication skills (oral and written), as well as strong internet/social media skills
- Previous experience working with government agencies and their reporting requirements, knowledge of library and/or museum fields, and prior experience working in a federally funded non-profit environment is desirable (but not required)

Applicant must be customer-service oriented, punctual, professional, and work well under tight deadlines with minimal supervision. They should also be very good at online research and be comfortable making suggestions to the project team with regards to new software or tools to manage their workflow. The successful applicant will have keen analytical skills, be resourceful, possess excellent writing skills, have

the ability to design reports for a variety of audiences, have good organizational skills, good communication and interpersonal skills, and patience with detail-oriented work.

This is a full-time position with benefits, dependent upon availability of funds. Annual Salary is \$40,000-\$50,000/year dependent upon experience. 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 brief writing sample (respond to the writing prompt below) to SSIHR@SpaceScience.org. **Applications that do not include all of these items will not be considered.** All resumes received will be held on file for consideration for 12 months from date of receipt. Inquiries from direct applicants only are preferred, no recruiters or phone calls please.

Writing Prompt: Compose a blog post (500 words or less) describing a community-based program or campaign. The post can be based on a real or imagined (but believable) experience. Please note if this sample is based on your own experience.

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.

To learn more about Space Science Institute and our mission, please visit www.SpaceScience.org