

## Education Coordinator with Professional Development 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 with experience facilitating professional development events such as workshops and/or webinars, as well as a basic understanding or interest in space and earth science. This is a great opportunity to get involved in a small, 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 facilitating informal science and technology learning experiences for all ages.

The successful applicant will be directly involved in broadly disseminating science- and technology-related hands-on activities and other learning resources for informal educators. S/he will develop, coordinate, and facilitate in-person workshops and conference sessions on those learning resources. S/he will support a vibrant online learning community by coordinating and facilitating webinars, assisting with the production of "how-to" videos, and supporting 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.

The successful applicant will support collaborative NCIL projects as delegated by its Professional Development Manager. These collaborative activities might include evaluating professional development events and prototyping efforts; coordinating with NCIL's Web Content Manager to disseminate resources and opportunities broadly to informal educators; finding relevant published reports and papers; and communicating the results of NCIL projects to audiences and funders.

**Knowledge/Education:** A bachelor's degree in an informal education field or STEM discipline, or 3-5 years of relevant previous experience, are required.

### **Skills/Expertise required:**

- Working knowledge of informal education settings and promising practices for facilitating learning in science, engineering, and related disciplines.
- Familiarity with best and promising practices in adult education is a plus.
- 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 relating to STEM education in a clear and concise manner.
- 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.

Knowledge of and experience with one or more online meeting platforms, (e.g., Zoom, GoToMeeting, WebEx, etc.), and the Microsoft suite are required.

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](http://www.starnetlibraries.org)). This position works closely with the Director of the NCIL/Education & Outreach Branch and other members of NCIL.

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 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](mailto:SSIHR@SpaceScience.org). The three examples of prior work products can include 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.

To learn more about Space Science Institute and our mission, please visit [www.SpaceScience.org](http://www.SpaceScience.org)