

Education Coordinator 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 a background in facilitating informal science and technology learning experiences for all ages, 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.

The successful applicant will be directly involved with disseminating science- and technology-related learning resources and hands-on activities to informal STEM educators through online and in-person demonstrations. S/he will coordinate and facilitate webinars; coordinate in-person training events; and catalogue existing informal STEM educational activities and resources.

The successful applicant will support collaborative NCIL projects as delegated by its Professional Development Manager. These collaborative activities might include assisting with the production of "how-to" videos; evaluating professional development events; finding relevant published reports and papers; communicating the results of NCIL projects to audiences and funders; authoring content for dissemination online (e.g., through NCIL's monthly electronic newsletter); and representing SSI at conferences and education and outreach events.

Knowledge/Education: A bachelor's degree in a science-, technology-, information- or education-related field or 3-5 years of relevant previous experience are required.

Skills/Expertise required: Applicant must have a working knowledge of informal education settings and promising practices for facilitating learning in science, technology, and related disciplines. Familiarity with best and promising practices in adult education is a plus.

Strong interpersonal, communication, and presentation skills are essential. Applicant must have excellent writing skills and ability to communicate complex information relating to science- and technology-related 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., Adobe Connect, GoToMeeting, WebEx, etc.), and the Microsoft suite is required. Familiarity with video editing software is a plus.

This position is a direct report to the Professional Development Manager to help support various NCIL projects. This position works closely with the Director of the NCIL/Education & Outreach Branch, Web Content Manager, Projects Administrative Assistant, Community Engagement Manager, and Director of Information Systems & Technology.

This is a full-time position with benefits. Salary is \$40,000-45,000, commensurate with experience. The position is dependent upon availability of grant funding. Applicant must be able to travel nationally to support conferences and other education events on an occasional basis.

To Apply: Send a letter of interest, resume, and the names and contact information for three references to ssihr@spacescience.org. Examples of prior work products (e.g., conference presentation materials, blogs, etc.) are welcome. ***Inquiries from direct applicants only - no recruiters or phone calls please.***

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.