

POSITION DESCRIPTION

<u>POSITION TITLE</u>	Coordinator of Communications
<u>REPORTING TO</u>	Director of Communications and Advocacy
<u>ORGANIZATION</u>	Association of Science-Technology Centers (www.astc.org)
<u>LOCATION</u>	Washington, DC
<u>POSITION TYPE</u>	Full time, 40 hours per week, exempt
<u>SALARY</u>	\$40,000 - \$50,000

The Association of Science-Technology Centers (ASTC) is a professional membership organization that supports the future success of science centers, science museums, and related institutions dedicated to public engagement with science. ASTC encourages excellence and innovation in science learning by serving, linking, and advancing the common goals of its members in North America and across the globe. Through strategic alliances and partnerships, ASTC supports its members in addressing global challenges locally through community engagement with science and technology. ASTC works with its members in advancing equity, inclusion, and accessibility with the diverse communities and among everyone who visits and works in science centers and science museums.

Founded in 1973, ASTC now supports nearly 700 members, including nearly 500 science centers, science museums, and related institutions, such as nature centers, aquariums, planetariums, zoos, botanical gardens, and natural history and children's museums. ASTC members also include companies and nonprofit organizations that support science learning. ASTC is a 501(c)(3) tax-exempt nonprofit educational organization.

ASTC is engaged in a transformative process to implement a new strategic direction for the association to better support its members. ASTC is building capacity across the organization towards its future efforts to:

- Make the case for the work of science centers and museums
- Identify future trends and frontiers, and help ASTC members prepare, respond, and lead
- Connect ASTC members—including current and future leaders—for idea exchange, learning, and collaboration

To advance ASTC's strategic priority for making the case for the work of science centers and science museums, ASTC is seeking a Coordinator of Communications to support its expanded communications, publications, and advocacy team and reporting to the Director of Communications and Advocacy.

SCOPE AND RESPONSIBILITIES

The Coordinator of Communications will support ASTC's efforts to communicate with our members, key stakeholders, and the public at large through our digital properties and print collateral. As a member of ASTC's Communications and Advocacy team, the Coordinator will:

- Work with ASTC's Member Engagement and Services team to produce regular electronic member communications to inform them of program opportunities across ASTC and our partners, including specifically creating and distribute ASTC's biweekly member newsletter using ASTC's membership database and mass-mail systems
- Work with all ASTC program managers to implement communications plans for each of ASTC's programs, which may include the production of dedicated materials, webpages, and digital marketing campaigns
- Specifically work with ASTC's programs and events staff to market attendance at ASTC's Annual Conference, not only to ASTC members but to the broader audiences of informal STEM educators and science communications professionals
- Make regular updates to ASTC's website (astc.org), including ensuring complete and accurate information that incorporates ASTC's strategic messages
- Manage ASTC's social media properties (currently Twitter, Facebook, and Instagram) to engage ASTC members and other key stakeholders
- Update ASTC print collateral as required to maintain consistent messages and brand representation
- Provide communications and administrative support to the President and CEO and the COO in their roles as ASTC's public spokespeople and advocates for the importance of ASTC's mission and goals

Responsibilities Shared by All ASTC Staff Members

As a key member of the ASTC team, the Coordinator of Communications will:

- Contribute to the use of efficient processes and clear communications across the organization to ensure that day-to-day operations are performed with the highest levels of accountability, productivity, consistency, and integrity
- Share responsibility and accountability for member engagement, satisfaction, and retention
- Attend, provide staff support for, and contribute to the success of ASTC's Annual Conference
- Other duties as assigned

EXPERIENCE AND SKILLS REQUIRED

The ideal candidate for Coordinator of Communications will have strong and communications skills with knowledge of digital publications and communications tools. They will be driven by ASTC's mission, team culture, and strategic direction.

Desired experience includes:

- Experience in communications and digital marketing

- Knowledge of digital communications tools, including website content management, email marketing, and social media
- Awareness of informal science, technology, engineering, and mathematics (STEM) learning, science communication, and public engagement in science communities is desired, but not required

HOW WE APPROACH OUR WORK AT ASTC

We expect new members of the ASTC team will join us in aiming to:

- Make a positive impact in service of our members, their communities, and the global good Set course for the future boldly
- Be curious and eager to learn
- Foster healthy and productive relationships and teams Practice empathy and gratitude

Additional desired qualities and attributes for this role include:

- Strong written and oral communication skills that are effective with a range of audiences and stakeholder groups nationally and globally
- Excellent teamwork and interpersonal skills, able to work independently as well as in collaboration with colleagues, members, partners, and stakeholders
- Robust work ethic, and effective time management and organizational skills, including the ability to manage multiple projects
- A commitment to diversity and inclusion, demonstrated by inviting, including, valuing, and supporting diverse perspectives and ideas, as further described below
- An interest in issues associated with science and technology, including informal science, technology, engineering, and mathematics (STEM) learning, science communication, and public engagement in science, or with museum practice Commitment to continual learning and professional development
- Sound judgment and ability to quickly and calmly resolve problems

ASTC COMMITMENT TO DIVERSITY, ACCESSIBILITY, INCLUSION, AND EQUITY

The Association of Science-Technology Centers (ASTC) values and celebrates the rich diversity that makes up the teams and organizations we serve and the broader communities we engage around the world. At the root of science, technology, and innovation are fundamental values that ASTC embraces: a commitment to seek out and engage a diversity of ideas, perspectives, backgrounds, disciplines, knowledge systems, and approaches; and an evolving practice of accepting, valuing, and celebrating contributions, discoveries, and novel solutions regardless of their source. We commit to bring these values to bear across our work, and we seek teammates, board and committee members, and partners who hold diversity, accessibility, inclusion, and equity as foundational and essential values. If all people are welcomed, respected, and included in our work, if everyone has access to opportunity to pursue their aspirations, and if all people can participate fully and actively in creating and building the future, our association, our members, and our global society will be more equitable, prosperous, just, and resilient.

ASTC is proud to be an equal opportunity employer. We are committed to fostering an inclusive environment free of discrimination and harassment. All employment is decided on the basis of qualifications, merit, and business need. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex, pregnancy (including childbirth, lactation, and related medical conditions), gender identity, gender expression, sexual orientation, national origin, political affiliation, age, disability status, marital status, parental status, military service, veteran status, or any applicable legally protected characteristics.

APPLICATION PROCESS

Interested candidates should submit a resume and brief cover letter outlining qualifications and interest in the position to jobs@astc.org by **May 15, 2019**. Applications will be reviewed on a rolling basis. If it is determined that you might be a good fit for the role, ASTC will contact you with next steps.

If you need assistance or accommodation in the application process due to a disability, you may call us at (202) 783-7200 or email us at info@astc.org.