

POSITION DESCRIPTION

<u>POSITION TITLE</u>	Fellow, Community Science Initiative <i>An ASTC Civic Science Fellow Supported by the Gordon and Betty Moore Foundation</i>
<u>REPORTING TO</u>	Director of Impact and Inclusion Initiatives
<u>ORGANIZATION</u>	Association of Science and Technology Centers www.astc.org
<u>LOCATION</u>	Washington, DC
<u>POSITION TYPE</u>	18-month resident fellowship, full time, 40 hours per week, exempt
<u>SALARY & BENEFITS</u>	A set \$80,000 annual fellowship stipend distributed according to ASTC's regular biweekly payroll schedule, plus ASTC's standard benefits package

The Association of Science and Technology Centers (ASTC) is a professional membership organization with a vision of increased understanding of—and engagement with—science and technology among all people and a mission to champion and support science and technology centers and museums.

Founded in 1973, ASTC champions and supports more than 500 science centers, technology museums, natural history museums, children's museums, and other STEM-rich, place-based institutions, such as nature centers, aquariums, planetariums, zoos, and botanical gardens throughout North America and in nearly 50 countries—as well as nearly 200 other organizations that share an interest in science learning and engagement. 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. Grounded in a commitment to work inclusively, collaboratively, humbly, and effectively with members and partners, ASTC is building capacity across three strategic pillars:

1. **Champion and support science engagement**, by elevating the work of science and technology centers and museums, forging new collaborations across the science-engagement ecosystem, and investing in communications and advocacy.
2. **Set course together for new frontiers**, by supporting ASTC members to prepare and lead with their communities, act on market and societal trends, and embrace effective approaches that advance equitable engagement in science and technology.
3. **Support and connect ASTC members**, by facilitating learning, catalyzing shared efforts, sharing data, and cultivating leadership and skills across the science-center workforce.

Aligned with its strategy, ASTC has announced a significant [Community Science Initiative](#)—comprising several new and interlinked philanthropically funded programs—to connect and support our members in building capacity for Community Science programs, in which science-engagement practitioners and scientists collaborate with community members to do science that advances community priorities. **ASTC seeks a science-engagement professional for an 18-month resident fellowship—made possible through the generous support of the Gordon and Betty Moore Foundation—to support this new initiative and advance the practice of Community Science with ASTC members and partners.**

The Fellow also will be part of an inaugural class of a new [Civic Science Fellows](#) program, which aims to build the capacity of emerging leaders, networks, and institutions working to meaningfully connect science and society in a time of rapid change. The Rita Allen Foundation is administering the pilot years of the Civic Science Fellows program, with collaboration and support from partner institutions.

SCOPE AND RESPONSIBILITIES

Within ASTC's Impact and Inclusion team, the Fellow will support the interlinked philanthropically funded programs and partnerships that comprise ASTC's [Community Science Initiative](#). In the context of their role supporting that initiative, the Fellow will participate in the Civic Science Fellows program's inaugural class, will complete and share through the fellowship the results of an interdisciplinary project, and will engage with the Fellowship's learning agenda through in-person and online meetings and discussions.

Supporting Implementation of a Community Science Initiative

Over the course of 18 months, the Fellow will work closely with ASTC's Chief of Staff and Senior Manager of Impact Initiatives to execute ASTC's Community Science Initiative, to connect and support ASTC members in building capacity for Community Science programs.

Specifically, as part of the Community Science Initiative team, the fellow will:

- Convene and manage a group of external advisors to inform the design and implementation of ASTC's Community Science Initiative programs
- Participate in research, outreach, listening, interviews, and writing toward a landscape analysis of community-science approaches at science-engagement institutions such as science museums, with a specific focus on public dialogue and deliberation programs that connect scientists, policymakers, community organizations, and other community members on issues at the intersection of science, technology, innovation, and society
- Manage the design and implementation of multiple workshops and online listening sessions to gather information about ways in which ASTC members and partners are leading community science programs today and their needs to expand this work in the future
- Support the development of frameworks, guides, and toolkits that help practitioners select which community-science models to deploy
- Work with ASTC members, partners, and external advisors to explore impact metrics and evaluation frameworks for community science programs
- Support the design and implementation of fellowships, trainings, workshops, and other professional-development opportunities that build capacity among the staff of ASTC-member institutions with their community partners to lead community-science programs
- Disseminate the learnings and insights from ASTC-member community-science programs among other ASTC members and partners, including through ASTC's annual conference and existing communication channels
- Help ensure that the Community Science Initiative is infused with a strong practice of reflection, listening, data collection, analysis, and evaluation to inform each stage of development, scaling, and sharing evidence-based lessons learned
- Anticipate and be willing to adapt approaches and program plans as new information and contexts emerge over the course of the Community Science Initiative

Participation in the Inaugural Class of the Civic Science Fellows Program

The Fellow will be a member of the inaugural class of the [Civic Science Fellows](#) Program, which is designed to catalyze new partnerships, practices, and ways of thinking to advance meaningful, inclusive engagement on issues at the interfaces of science and society. The Program connects diverse partners, including science

associations, media, academia, funding organizations, and civic associations, to create effective new forms of public science engagement, outreach, and communication. The diversity of partners, projects, and approaches forming the Program is designed to foster novel structures, experiments, and capacity to advance a culture of [civic science](#). Together, the Civic Science Fellows and partners work to realize a culture of civic science, where scientists play active roles as citizens, people from many walks of life access science as part of their decision-making processes, and the environment in which people communicate about science is an inclusive space for public problem solving and discovery. ASTC is hosting two Civic Science Fellows in this inaugural class—one of those two fellowship roles is described here.

Fellowship Project

The cohort of Civic Science Fellows are working on a variety of multidisciplinary projects that connect civic-science research with evidence-based practice, and scientists with communities. The Fellow will work with ASTC's Senior Manager of Impact Initiatives and Chief of Staff to co-define, undertake, and complete a project to undertake in the context of ASTC's Community Science Initiative that would advance the goals of the Civic Science Fellows program.

Over the course of their 18-month fellowship term, the Fellow will through their co-defined project:

- Support ASTC-member institutions in piloting science-engagement approaches through ASTC's Community Science Initiative
- Ensure their project connects research and practice and supports the inclusion of underrepresented and underserved communities in science, technology, and innovation
- Share results and learnings from their project with the Fellows class and the broader science-engagement field

Fellowship Learning Agenda

The Civic Science Fellows Program includes a Learning Agenda, co-created by partners, to facilitate shared knowledge and success of these new and varied projects and partnerships. Fellows will attend one to two in-person learning opportunities and regular monthly remote learning opportunities, through which the Civic Science Fellows will explore together questions such as:

- What are the best ways to engage communities that are historically and currently underserved by and underrepresented in science and civic decision-making?
- How can we best communicate, engage, and make decisions on complex and changing issues?
- How can we more effectively incorporate research into on-the-ground communication and engagement approaches?

Responsibilities Shared by All ASTC Staff Members

As a member of the ASTC team, the Fellow will:

- Share responsibility and accountability for ASTC member engagement, satisfaction, and retention
- Attend, provide staff support for, and contribute to the success of ASTC's Annual Conference
- Attend professional meetings and conferences as assigned to promote ASTC collaborations, programs, and activities
- Other duties as assigned

EXPERIENCE AND SKILLS REQUIRED

The ideal candidate will be an experienced program manager with a clear record of achievement in mission-driven organizations coordinating implementation of programs and partnerships focused on community engagement in science. They will be passionate about ensuring all people can engage with, participate in, and benefit from science, technology, and innovation. They will bring project and community management skills to the role, along with operational experience managing project budgets and reporting. They will be driven by ASTC's mission, team culture, and strategic direction, and they will be inspired by the work ASTC members do with their communities every day.

Desired experience includes:

- Experience in successfully implementing programs with project partners
- Track record of executing against commitments made to grantors, donors, and sponsors to yield excellent results, positive outcomes, and a high level of satisfaction among funding partners
- A commitment to addressing issues at the intersections of science and society, with demonstrable interest or experience in emergent scientific or technological issues with social, ethical, or economic importance
- Awareness of and experience in programs or organizations related to: community science; civic science; informal science, technology, engineering, and mathematics (STEM) learning; science communication; or public engagement in science
- Interest in learning about and connecting communications research and practice, and in engaging in systematic evaluation of one's own work and projects
- Demonstrable commitment to engaging people of diverse backgrounds who have traditionally been underrepresented in scientific fields and underserved by science outreach efforts, incorporating awareness of historic and current discrimination and systems of oppression
- Experience with research, analysis, and writing
- Candidates for the role also will benefit from experience in activities such as:
 - Community organizing
 - Advancing public policy
 - Engaging geographically distributed networks and partners
 - Administering mini-grant programs or subcontracts
 - Convening workshops and events

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:

- Excellent teamwork and interpersonal skills, able to work independently as well as in collaboration with colleagues, members, partners, and stakeholders

- A robust “roll up one’s sleeves” 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
- Commitment to continual learning and professional development
- Strong written and oral communication skills that are effective with a range of audiences and stakeholder groups nationally and globally
- Sound judgment and ability to quickly and calmly resolve problems

ASTC COMMITMENT TO DIVERSITY, ACCESSIBILITY, INCLUSION, AND EQUITY

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 **January 31, 2020**. 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.