POSITION DESCRIPTION

POSITION TITLE IF/THEN Program Coordinator

REPORTING TO Manager of Gender Equity Initiatives

ORGANIZATION Association of Science and Technology Centers www.astc.org

LOCATION Washington, DC

POSITION TYPE Full time, 40 hours per week, exempt

Duration One year (March 2020 – February 2021)

SALARY RANGE $40,000 - $50,000 for a one-year term, 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.

The National Girls Collaborative Project (ngcproject.org) brings together organizations throughout the United States that are committed to informing and encouraging girls to pursue careers in science, technology, engineering, and mathematics (STEM).

In the context of ASTC’s new strategic direction, ASTC—with our partner the National Girls Collaborative Project (NGCP)—is seeking an individual to support our work to improve equity in gender representation within science centers and science museums. This work at ASTC and NGCP is part of IF/THEN, an initiative of Lyda Hill Philanthropies supporting women in science, technology, engineering, and mathematics (STEM). The IF/THEN Program Coordinator is a new role in the organization with a one-year term, reporting to ASTC’s Manager of Gender Equity Initiatives, and working closely with NGCP.
SCOPE AND RESPONSIBILITIES

Within ASTC’s Impact and Inclusion team the IF/THEN Program Coordinator will contribute to ASTC and NGCP’s joint efforts, as part of the broader IF/THEN initiative, to advance women in science by increasing positive representation of the wide diversity of women currently in STEM fields to inspire and engage a new generation of women to pursue these opportunities in the future.

The Program Coordinator may also support ASTC’s Impact and Inclusion team where necessary to work on various partnerships, pilots, and programs. The team is at the forefront of ASTC’s work to support its members in thriving in evolving market contexts, navigating future trends, delivering against their missions to serve their communities, and being welcoming, inclusive, and culturally competent organizations.

Contribute to the IF/THEN Equity in Gender Representation Project (95%)

The Program Coordinator will work closely with ASTC’s Manager of Gender Equity Initiatives and the leadership of NGCP to support a nationwide program that increases representation of girls and women throughout science centers and science museums, as well as in libraries, schools, afterschool programs, and other places of STEM learning.

Specifically, as part of the team, the Program Coordinator will:

• Use a Digital Asset Management system to organize, tag, and keep up to date digital assets including photographs, videos, pdfs, and more.
• Train, support, and communicate with users of the Digital Asset Management system, including IF/THEN Coalition members, IF/THEN Ambassadors, science museum staff, and others, providing consistent communication and a high level of customer service.
• Collect, enter, and compile data in databases and maintain accurate records.
• Provide logistical support to ASTC member-institutions and Digital Asset Management system users through discussion forums, phone calls, and emails.
• Work with the Manager of Gender Equity Initiatives to support the implementation of a communications plan for IF/THEN, which may include the production of dedicated materials, webpages, social media posts, and digital marketing campaigns
• Provide communications and administrative support as needed on the IF/THEN project, including in the administration of mini-grants through consistent communication, tracking, and status reports.

Responsibilities Shared by All ASTC Team Members (5%)

As a key member of the ASTC team, the IF/THEN Program Coordinator will:

• Actively contribute to member engagement, satisfaction, and retention
• Attend, provide staff support for, and contribute to the success of ASTC’s Annual Conference to be held in Pittsburgh, October 15 – 20, 2020
• Other duties as assigned

EXPERIENCE AND SKILLS REQUIRED

The ideal candidate will have strong communications and technology skills and experience working as a part of a team on programs and partnerships. They will be driven by ASTC’s mission, team culture, and
strategic direction, and they will be inspired by the work ASTC members do in their communities every day.

Desired experience includes:

- Knowledge of and experience working with digital technologies such as data entry forms, spreadsheets, website content management systems, digital asset management systems, and/or online marketing and outreach tools
- Excellent customer service skills
- Experience in communications and digital marketing
- Prior work on projects promoting gender equity or other diversity and inclusion initiatives
- Awareness of or experience in programs or organizations related to informal science, technology, engineering, and mathematics (STEM) learning, science communication, and public engagement in science
- An undergraduate education

**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
- 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 and 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 March 2, 2020. Applications will be reviewed on a rolling basis with an anticipated start date of March 16, 2020. 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.