POSITION DESCRIPTION

POSITION TITLE  Manager of Inclusion Initiatives

REPORTING TO  Director of Programs

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

LOCATION  Washington, D.C. or remote (see below)

POSITION TYPE  Full time, 40 hours per week, exempt

SALARY & BENEFITS  $50,000-$65,000 annual base salary plus ASTC’s standard benefits package, including 403(b) matching up to 10% of salary, 85% employer-paid health insurance, paid vacation, and health leave

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 works to advance our vision and support our members through the implementation its strategic direction. Grounded in a commitment to work inclusively, collaboratively, humbly, and effectively with members and partners, ASTC is building capacity across three strategic pillars:

- **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.

- **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.

- **Support and connect ASTC members**, by facilitating learning, catalyzing shared efforts, sharing data, and cultivating leadership and skills across the science-center workforce.
To support this strategy ASTC is seeking a **Manager of Inclusion Initiatives.**

**SCOPE AND RESPONSIBILITIES**

As part of ASTC’s Impact and Inclusion team, the Manager of Inclusion Initiatives will manage programs and projects at the forefront of ASTC’s work to support its members in delivering their goals to serve their communities by being welcoming, inclusive, and equity-focused organizations. For ASTC’s policy statement on diversity, accessibility, inclusion, and equity (DAIE) as well as a summary of our commitment to prioritizing this work and links to some of our association’s recent actions, visit: [www.astc.org/about/equity/](http://www.astc.org/about/equity/)

**Facilitate Leadership Development and Increased Organizational Capacity Among ASTC Members (55%)**

The Manager of Inclusion Initiatives will manage a portfolio of leadership and organizational development opportunities that targets the needs of widely-varied ASTC member organizations, as well as the needs of the diverse individuals who work at these organizations. Specifically, the Manager will:

- Manage and support programs aimed at individuals' leadership development and professional and organizational development, including by managing application and selection processes; supporting program facilitators; contributing to program design; coordinating logistics and ensuring a high-quality experience for participants; identifying and implementing improvements; and working with external evaluators to assess programs
- Work with ASTC’s Member Engagement team to develop and support online and in-person professional learning and community-building opportunities for ASTC members, including the ASTC Annual Conference and ASTC Communities of Practice
- Support ASTC’s President and CEO and Director of Programs to fundraise for new and current ASTC programs and projects related to diversity, accessibility, inclusion, and equity

**Scale Promising Approaches at ASTC Member Institutions Related to Equity, Inclusion, and Supporting Community Priorities (40%)**

The Manager of Inclusion Initiatives will help lift up—and support the scaling of effective approaches used by ASTC members to engage communities, families, and individuals inclusively and equitably in science, technology, and future trends—especially those approaches that advance the participation, inclusion, and future success of underrepresented and underserved communities. Specifically, the Manager will:

- With ASTC’s Member Engagement, Communications, and Advocacy team, monitor and document effective approaches being used by ASTC members to:
  - Address the needs of their communities, as well as community priorities related to science, technology, engineering, and mathematics (STEM)
  - Welcome and include diverse public audiences in STEM into their physical sites and programming
  - Advance racial equity and social justice within their organizations and communities
• Maintain broad awareness of effective practices and models for diversity, accessibility, inclusion, equity, and social justice in science and technology, in science learning and engagement, and in cultural organizations such as science centers and museums.
• Contribute to the development of and manage programs and projects that build capacity among ASTC members for piloting and scaling equitable approaches to science engagement, including ASTC members’ capacity to advance racial equity and social justice in their communities.
• Support the Director of Programs in liaising with committees and task forces of the ASTC Board of Directors to identify additional needs and opportunities to advance diversity, accessibility, inclusion, equity, and social justice within the science center and museum community.
• Collaborate with ASTC’s Member Engagement, Communications, and Advocacy team to raise awareness of and uplift effective approaches and models within the ASTC community and promote these approaches among policymakers, funders, and other stakeholders.
• Collaborate with the Director of Programs and ASTC leadership to develop a plan to consistently share and integrate knowledge from these efforts with the ASTC team to inform organizational work across teams.

Responsibilities Shared by All ASTC Staff Members (5%) 

As a member of the ASTC team, the Manager of Inclusion Initiatives will:
• 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.
• Attend professional meetings and conferences as assigned to promote ASTC collaborations, programs, and activities.
• Other duties as assigned.

EXPERIENCE AND SKILLS

The ideal candidate will be an experienced project manager with a clear record of achievement in mission-driven organizations, supporting programs and projects focused on the intersection of science, technology, public engagement, equity, and inclusion. They will bring strong collaborative project management skills to the role, along with experience supporting professional learning oriented towards equity and inclusion. 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.

Skills and experiences that will set you up to succeed in the role
• A commitment to diversity and inclusion, demonstrated by inviting, including, valuing, and supporting diverse perspectives and ideas, as further described below in ASTC’s Commitment to Diversity, Accessibility, Inclusion, and Equity.
• Awareness of, and interest in, concepts related to diversity, accessibility, inclusion, equity, and social justice as they relate to professional competencies and organizational change.
• Experience designing and facilitating learning and relationship-building experiences for professionals
• Ability to exercise good judgement and discretion in sensitive matters related to individuals and institutions
• Experience in successfully implementing collaborative programs and projects with partners
• Strong written and oral communication skills that are effective with a range of audiences and stakeholder groups nationally and globally
• Experience with museums and museum practice, and awareness of issues facing science centers and science museums
• Experience in programs or organizations related to informal STEM learning, science communication, or public engagement with science
• Experience working in a membership association, professional society, or similar organization

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
• Self-starter with strong problem-solving skills, and effective time management and organizational skills, including the ability to manage multiple projects
• Commitment to continual personal 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) is committed to advancing equity and social justice as foundational and essential values in all of our work. These values are essential to the practice of science, technology, and innovation which require seeking out and engaging a diversity of peoples, ideas, perspectives, life experiences, disciplines, knowledge systems, and approaches. ASTC values—and celebrates—contributions, discoveries, and novel solutions, regardless of their source. When all people are welcomed, respected, and included in our human pursuits, and when everyone has access and opportunity to pursue their aspirations, and when all people can participate fully and actively in creating and building the future, our association, members, and global society will
be more equitable, prosperous, just, and resilient. We will bring these values to bear across our work, and we will seek teammates, collaborators, board and committee members, and partners who will work to advance diversity, accessibility, inclusion, equity, and social justice in the communities we serve and engage throughout the world.

ASTC is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived ability, age, color, ethnicity, race, family or marital status, sex, gender identity and expression, sexual orientation, pregnancy and related medical conditions, language, national origin, political affiliation, religion, socioeconomic status, veteran status, health status, genetic information, arrest record, or any other dimensions of diversity or other characteristic protected by applicable federal, state or local laws. Our leadership team is dedicated to this Equal Opportunity Employment policy and ASTC’s Diversity Policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.

LOCATION

ASTC is a Washington, DC-based organization with a liberal remote work policy for employees whose responsibilities do not require in-person work. Remote work is allowable in accordance with a signed remote work agreement reviewed on an annual basis in conjunction with each employee’s annual performance review.

APPLICATION PROCESS

Interested candidates should submit a resume and brief cover letter outlining qualifications and interest in the position to jobs@astc.org by Monday, January 3, 2022. 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.