



## POSITION DESCRIPTION

<b><u>POSITION TITLE</u></b>	Coordinator of Operations and Special Projects
<b><u>REPORTING TO</u></b>	Director of Finance and Administration
<b><u>ORGANIZATION</u></b>	Association of Science and Technology Centers www.astc.org
<b><u>LOCATION</u></b>	Washington, D.C.
<b><u>POSITION TYPE</u></b>	Full-time, 40 hours per week, exempt
<b><u>SALARY RANGE</u></b>	\$40,000–\$50,000 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 of its [strategic direction](#). ASTC is building capacity across the organization towards its future efforts to:

- **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.

ASTC is seeking a Coordinator of Operations and Special Projects to support the daily management of ASTC’s operational and finance functions, support special projects, and

assist with all aspects of ASTC's management as a nonprofit educational organization working at the intersection of science engagement, STEM learning, and cultural institutions. This role is ideal for someone looking to work with and learn from senior leaders about all aspects of nonprofit management.

### **SCOPE AND RESPONSIBILITIES**

The Coordinator of Operations and Special Projects will work closely with the Finance and Administration team, the Chief of Staff, and the President and CEO to execute various operations functions of the organization. They will provide critical support for the organization's daily and ongoing operational, financial, and human-resources processes. They will also develop and manage relationships with various vendors. They will provide general operational support to various ASTC projects and programs on an as-needed basis.

#### *Operations and Office-Management Responsibilities (30%)*

- Maintain and update, in collaboration with the Operations team and full organization staff, the office operations manual that details all processes and ensures that the processes align with ASTC's policies. Communicate changes in the manual to staff.
- With the Chief of Staff, ensure that the organization's, and all staff members', needs are met in terms of software, hardware, furniture, etc., and track open needs that are not quickly resolved.
- Manage various information-technology (IT) accounts and vendors including, Zoom, GoToWebinar, SurveyMonkey, Adobe, etc. and coordinate with Director of Finance, Chief of Staff, and ASTC's external IT support vendor on staff IT needs, upgrades, or cybersecurity practices.
- Maintain the phone systems, copy machine, and printers and ensure that all office equipment is functioning, serving as the staff liaison to office-equipment vendors.
- Manage purchasing of office supplies and office mailing processes.

#### *Financial and Human-Resources Processes and Tasks (30%)*

- Partner with the Chief of Staff and Director of Finance and Administration to systematize human resources policies and procedures.
- Support the in-person and remote onboarding and offboarding of new hires, including orientation and account set-up.
- Maintain an accounting and payroll calendar for staff reference and send reminders to staff of upcoming deadlines, such as for submission of timesheets, expense reports, invoices, etc.
- Manage all correspondence sent to ASTC's accounting/billing inbox.
- Retrieve mail and prepare weekly check deposit log for Staff Accountant.
- Track all payment requests, ensure that all payment requests have correct documentation, and work with other members of the Finance team to ensure that all requests are filed in the correct folders and get paid each cycle.
- Work with the Finance team to manage all finance records, both digital and physical.

#### *Support for the Office of the CEO (20%)*

- Serve as primary scheduler for the President and CEO in coordination with the Chief of Staff, including:
  - Always keeping the President and CEO's calendar up to date.
  - Scheduling meetings, calls, and videoconferences with internal staff and external parties, including with senior executives at ASTC-member institutions, partner organizations, government agencies, and more.
- With the Chief of Staff, ensuring that the President and CEO is prepared for all meetings, including collecting background documents and other materials in advance of the meeting.
- Prior to any planned travel, work with the Chief of Staff to generate travel authorizations and book/manage travel plans and event/conference registration on behalf of the CEO.
- Process expense reimbursements, monthly credit card reports, and other financial documents on behalf of the CEO.
- Maintain documentation of all financial and operational forms filed.
- Organize office-wide celebrations and activities.

#### *Program and Project Support (15%)*

- Lead special projects on behalf of the President and CEO, Chief of Staff, and other members of the leadership team that support critical organizational priorities and involve collaboration across the ASTC team.
- Support large programs and projects, including special projects and programs that support ASTC's strategic focus, by:
  - Monitoring communications from partners and program participants.
  - Tracking applications, awards, and reports related to funding ASTC provides as a part of its projects.
  - Processing payment requests related to expenditure of project funds.

#### *Responsibilities Shared by All ASTC Team Members (5%)*

- Actively contribute to 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 driven by ASTC's mission, team culture, and strategic direction. They will have good attention to detail, strong interpersonal skills, trustworthiness, discretion, and willingness to support a broader team.

Skills that will set you up to succeed in the role:

- Interest in the administrative, operational, or office-management aspects of a nonprofit or small organization
- Understanding of the role of human resources, new staff onboarding, and

- experience working with benefits vendors is preferred but not required
- Proficiency with Microsoft Office tools, particularly Microsoft Word, Excel, and Outlook, as well as team collaboration tools such as Microsoft SharePoint
- Experience processing basic financial information and maintaining records and receipts
- Demonstrated ability to foster strong relationships through a customer-service mindset with teammates and external partners and vendors

### **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, and partners
- Self-starter with strong problem-solving skills, 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, or experience with, 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
- Strong written and oral communication skills
- Sound judgment and ability to maintain the confidentiality and discretion necessary in handling sensitive financial and human-resources information
- 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. **In general, the Coordinator of Operations and Special Projects' responsibilities require in-person work on a weekly basis.**

### **APPLICATION PROCESS**

Interested candidates should submit a resume outlining qualifications and interest in the position to [jobs@astc.org](mailto:jobs@astc.org) by **May 20, 2022**. ASTC will review applications 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](mailto:info@astc.org).

### **INTERVIEW PROCESS**

ASTC's hiring process typically includes 2-3 interviews. Applicants who advance beyond the first round of interviews are eligible to receive a stipend of \$200 as recognition of the time and effort it takes to prepare and attend these later-round interviews, which can often involve reviewing documents and responding to additional requests for information. In order to receive the stipend, applicants will need to provide ASTC with W-9 and ACH information.