



POSITION DESCRIPTION

<u>POSITION TITLE</u>	Seeding Action Civic Science Fellow
<u>REPORTING TO</u>	Research Director
<u>ORGANIZATION</u>	Association of Science and Technology Centers www.astc.org
<u>LOCATION</u>	Washington, DC or Remote (see below)
<u>POSITION TYPE</u>	18-month, full time, 40 hours per week, exempt
<u>SALARY RANGE</u>	\$90,000 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.

Aligned with ASTC's [strategic direction](#) and its strategic approach to build a more equitable and sustainable future, ASTC has launched a new initiative - Seeding Action - designed to catalyze and support science centers, museums, and public engagement networks to cultivate a culture of hope and action for planetary health. The initiative builds capacity for Seeding Action members, most of whom are science centers, museums, and other public engagement networks, to build partnerships, create programs and content, and make institutional decisions that improve community and planetary health. To do this, Seeding Action leads the development and co-creation of planetary health content and public engagement programs, cultivates relationships among members and with experts and actors outside the network, provides training and other forms of capacity-building support, and conducts research to inform all our approaches.

To support Seeding Action's institutional capacity-building efforts, ASTC is seeking someone with experience leading collaborative planetary health action projects to serve as the

Seeding Action Civic Science Fellow, a full-time 18-month position. For Seeding Action, “planetary health” includes the interlinked challenges of climate change, biodiversity loss, and air, soil, and water pollution, and the many implications of these issues for human lives and society, such as environmental justice, conservation, agriculture, extreme weather preparedness and adaptation, and low-carbon workforce development. Seeding Action supports science centers, museums, and other public engagement organizations in their efforts to engage with their local communities and visitors on these issues in a wide range of ways, such as through exhibits, community and citizen science collaborations, public dialogues, teacher professional development, digital interactives, and other educational programs. The Fellow’s work will ultimately help build capacity at diverse organizations to implement these types of public engagement efforts in ways that increase planetary health impact.

SCOPE AND RESPONSIBILITIES

With ASTC’s Seeding Action team, the Seeding Action Civic Science Fellow will lead the design, planning, and implementation of a project that builds capacity for science centers and museums to encourage a sense of active hope—the understanding that we all have roles to play in bringing about a healthier planet—and invite and inspire widespread participation in planetary health action.

With support from the Seeding Action team and input from Seeding Action members (science centers, museums, and other public engagement networks), the Fellow will define and implement a project that is aligned with Seeding Action’s strategic priorities and theory of change. Examples include: Creating a set of trainings (e.g., workshops, webinars, self-guided materials) that support science centers and museums to effectively address their planetary health priorities, or leading a working group of staff from diverse science centers and museums co-creating an exhibit or program to be tested and implemented in a range of contexts. The Fellow will be integrated into the ASTC team and will support core Seeding Action and ASTC efforts, while also participating in learning, networking, and co-creation opportunities with other Civic Science Fellows.

Support Implementation of Seeding Action and Building a Culture of Active Hope (75%)

- With the Seeding Action team, design, plan and execute an 18-month project that will build Seeding Action members’ capacity to encourage a culture of hope and action for planetary health, which may include:
 - Conducting a needs assessment or landscape assessment to inform the project content and format and soliciting and incorporating Seeding Action member input to inform the project content and format
 - Working with appropriate stakeholders (e.g., science center/museum educators, other experts) to create content (e.g., exhibits, programs, trainings)
 - Determining and implementing a method to assess project effectiveness and opportunities for improvement
- Contribute to network communications, such as newsletters and other announcements
- Help collate and synthesize Seeding Action members’ responses to the institutional self-assessment, which covers their current planetary health efforts, challenges, and

- priorities
- Help collect resources (e.g., exhibit elements, planetary health public engagement guides, relevant research) and curate a resource library
- Help plan and facilitate Seeding Action events, such as network convenings, virtual or in-person trainings, and/or working group meetings.

Cohort Participation (20%)

The Seeding Action Civic Science Fellow will participate in the 2024-5 cohort of Civic Science Fellows, a program led by the Rita Allen Foundation. The Civic Science Fellows are emerging leaders from diverse demographic, cultural, and professional backgrounds. They are thought leaders, bridge builders, change agents, and communicators working to learn about community priorities and scientific research and bring those worlds together on equal footing to create fundamentally new ways of solving problems. The Fellows spend 18 months experimenting with new evidence-based approaches in science communication and community engagement in order to co-create strong, diverse, and inclusive connections between science and civic life. Fellows are also provided with dedicated project and career development support and a wide range of networking and learning opportunities, through their participation in the cohort.

Responsibilities Shared by All ASTC Staff Members (5%)

- 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 have a clear record of achievement in building capacity for effective public engagement and action on at least one dimension of planetary health and will be driven by ASTC's and Seeding Action's missions, team culture, and strategic directions.

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

- Demonstrated ability to synthesize information from a range of sources to determine opportunities or priorities for future work
- Experience defining, planning, and managing projects with diverse collaborators and stakeholders
- Demonstrated ability to build strong relationships with teammates and external partners, vendors and stakeholders
- General understanding of planetary health solutions, including ways that individuals, communities, and/or science centers can act
- General understanding of evidence-informed approaches for communicating about planetary health topics and solutions
- Experience designing, implementing, and/or studying at least one form of public engagement in a planetary health context, ideally with a focus on supporting and

encouraging action

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, 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, public engagement in a museum or science center setting
- Commitment to continual learning and professional development
- Strong written and oral communication skills
- 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 **January 5, 2023**. Applications will be reviewed on a rolling basis starting on December 1. 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.

INTERVIEW PROCESS

ASTC's hiring process typically includes 2-3 interviews and an interactive assignment that allows applicants to demonstrate key skills. 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.