

Organization: Museum of Science (AZA Member)

Location: Boston, MA, United States

Job or Internship: Job

Coordinator, National Living Laboratory Initiative

Museum of Science, Boston

www.mos.org

Innovation and creativity come from the unique perspectives of a diverse staff. We value your perspective.

SUMMARY STATEMENT:

The Coordinator will assist the Discovery Center Program Manager in carrying out all aspects of the NSF-funded project "Creating Communities of Learners for Informal Cognitive Science Education", by developing and maintaining various project resources, ensuring communication between project team members/participants, and assisting in travel arrangements, tracking expenditures and evaluation activities.

RESPONSIBILITIES:

- Facilitate communication between ~30 museum staff and academic partners at four "Hubs" (in Boston, MA; Madison, WI; Portland, OR; and Baltimore, MD).
- Develop and maintain a "Virtual Hub" for professionals, which will eventually include more than 200 members.
- Regular travel - to Hub sites and professional conferences within North America - required (3-6 trips/year).
- Assist in organizing/carrying out 4 symposia events for professionals/year (one at each Hub site).
- Assist the Discovery Center Program Manager in supporting interns' and volunteers' work on the project (1-2 interns/semester; 1-2 volunteers/year).

WORK SCHEDULE:

This position is grant-funded, full-time, 35 hours/week, Tuesday through Saturday. This position also requires schedule flexibility due to the amount of necessary travel.

REPORTS TO:

Manager, Discovery Spaces & Program Manager, Discovery Center

MINIMUM QUALIFICATIONS:

- Bachelors of Science or Arts degree preferred.
- More than 1 year but less than 3 years of relevant education experience
- Background/ strong interest in cognitive sciences, psychology and/or child development preferred

STARTING SALARY:

Non-Exempt (Hourly). Commensurate with experience.

BENEFITS:

Benefits for full-time, non-exempt (hourly) staff include: free parking, T accessibility, 15 vacation days, 12 holidays, 5-10 sick days, medical and dental insurance, short- and long-term disability, life insurance, retirement and savings plan, health care/dependent care flex spending plan, employee discounts, employee referral program, tuition assistance, professional development, direct deposit, free admission, free Duck Tours, discounted movie passes, and much more!

TO APPLY FOR THIS OPPORTUNITY IN OUR DIVERSE AND DYNAMIC WORK ENVIRONMENT, SUBMIT YOUR COVER LETTER AND RESUME TO:

Human Resources Department

Museum of Science

Science Park

Boston, MA 02114

Fax: (617) 589-0362

Email: jobs@mos.org

Visit www.mos.org/jobs for our most up-to-date employment listings. No phone inquiries, please. Qualified applicants will be contacted within two to four weeks of initial application. The Museum of Science is an Equal Opportunity Employer.