

Educational Programs Representative - Events

Space Center Houston, owned and operated by the non-profit Manned Space Flight Education Foundation, Inc., is the Official Visitor's Center for NASA's Lyndon B. Johnson Space Center. We are seeking an Educational Programs Representative responsible for creating, developing and planning all education events to promote the Center's growth and fulfill its mission.

Position Responsibilities:

- Create, develop and plan innovative events that achieve the goal of meeting specific learning objectives through informal and engaging educational content and activities. Target audiences may include K-12 school groups, young audiences, large school groups, educators and/or all Space Center Houston guests.
- Coordinate with Education staff to identify and develop activities, content, logistics, staffing and other resources as required for each event.
- Collaborate with SCH Communications Department to identify public relations, advertising, social media and other communications strategies to ensure event success.
- Coordinate with other SCH departments/contractors including Operations, Facilities and Food Services as needed to ensure an organized and successful event.
- Cultivate community partnerships and relationships to enhance events.
- Identify professional experts to act as guest speakers to expand the understanding of guests attending the events and/or to meet specific learning objectives.
- Other duties as assigned.

Position Qualifications:

- A Bachelor's Degree in Education or a related field.
- A minimum of three years' experience in event planning. Experience in an education or non-profit environment preferred but not required.
- Ability to produce creative, innovative and high quality events that fulfill the mission of Space Center Houston.
- A high energy self-starter with strong organization and multi-tasking skills. Must have the ability to prioritize and handle a high volume of detailed work with limited supervision.
- Ability to understand and manage event budgets.
- Demonstrated success in effectively collaborating with teams from multiple departments across a company for the purpose of achieving successful results.
- Outstanding communication and interpersonal skills with the ability to interface successfully both internally and externally.
- Personal qualities of professionalism, integrity, reliability and a strong work ethic.
- Ability to travel and work some evenings, holidays and weekends as needed.

Contact: For more information contact the Erin Kerry in the Human Resources Department via email at jobs@spacecenter.org.

Applications and resumes may be submitted via email or mail.

Space Center Houston

ATTN: Human Resources Dept.

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