

Space Center Houston Education Professional Development Supervisor

The mission of Space Center Houston is to inspire all generations through the wonders of space exploration. We aspire to be the leading science and space learning organization in the world. Owned and operated by the nonprofit Manned Space Flight Education Foundation, we are the Official Visitor Center of NASA Johnson Space Center. The center features more than 400 space artifacts, hands-on interactive educational exhibits, and robust youth programs interpreting the exciting future and remarkable past of America's human spaceflight program.

We are currently seeking a highly motivated full time Education Supervisor responsible for developing and implementing mission-based STEM educational programs and initiatives for Space Center Houston focusing on Educator Professional Development. In addition, the Education Supervisor will support the NASA Educator Resource Center by developing and delivering programs that leverage expertise in NASA STEM content and other NASA educational resources as a means to engage the general public and educators. Responsibilities and qualifications are shown below:

POSITION RESPONSIBILITIES

- Develop and implement informal, innovative and engaging mission-based programs and initiatives for diverse audiences tied to space exploration. Provide high quality programs that position Space Center Houston as a leading space and science learning center.
- Work with a team to deliver the Space Exploration Educators Conference.
- Implement and further develop the Space Exploration Educator Crew program focusing on continued engagement with highly motivated educators.
- Overall responsibility for the development of program content and activities as well as all aspects of administration of assigned education programs. Administrative responsibilities include staff supervision and training, budgeting and program evaluation.
- Manage the NASA Johnson Space Center Educator Resource Center at Space Center Houston.
- Work collaboratively with other NASA personnel, civilian contractors and community to offer educational programs as needed.
- Maintain quality assurance of education programs with the goal of enhancing attendance, revenue and growth. Implement department approved processes to measure effectiveness, success and guest satisfaction of programs.
- Ensure a safe environment for Education crew members and guests attending programs.
- Work with the Development and Communications Department to provide timely and complete information needed to market and promote education programs.
- Work as a team member to host large educational group events.
- Work closely with the Director of Education for strategic planning.
- Other duties as assigned by the Director of Education.

POSITION QUALIFICATIONS

- A Bachelor's Degree in Education or a related STEM field; Teaching Certificate and an advanced degree, doctorate or masters preferred.
- A minimum of 5 years of experience teaching and developing innovative STEM education programs and/or curriculum. Middle/high school experience preferred. Informal education experience outside a traditional classroom environment preferred.
- Experience training teachers and/or adult learners.

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- Demonstrated knowledge of formal and informal program evaluation systems.
- Ability to develop engaging and informal education programs. Previous experience in STEM based teaching or program development preferred.
- Previous experience as a participant in national educator professional development programs.
- Knowledge of education technology and how to properly use it in the classroom.
- Knowledge of effective strategies to better engage and influence groups that are historically underrepresented in STEM fields.
- Knowledge of NASA education objectives, priorities, and annual performance goals preferred
- Previous experience supervising work groups or teams preferred.
- Previous experience with space education, robotics, and planetary science preferred.
- A passion for space exploration.
- Ability to manage fee based programs and program budgets.
- Ability to coordinate multiple activities at one time in a fast paced environment.
- A versatile team player with a commitment to educational quality.
- Excellent oral and written communication skills, customer service, presentation, and interpersonal.
- Strong computer skills including proficiency using Microsoft Office Suite and social media.
- Work schedule will include some evenings and weekends. Ability to travel as needed.

Space Center Houston is an equal opportunity employer and earned 2016 Houston Chronicle Top Workplaces honors in an anonymous survey of its employees. It has a diverse and inclusive work culture with a creative, fun and collaborative environment.

To apply: Email resume to careers@spacecenter.org. For more information, contact the Human Resources Department at (281) 244-2150 or visit our website at www.spacecenter.org/careers.

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