

## Space Center Houston Education Event Coordinator

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 center 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 full-time Education Event Coordinator to implement a diverse program of successful educational activities which are grounded in acceptable educational techniques and methodologies and positions Space Center Houston as the world's leading Space Exploration and Science Center. The Education Event Coordinator is responsible for the implementation and execution of Pop-Up Science Labs, student engagement programs like the Space Explorer Journal program, education special events at Space Center Houston, assisting with developing and implementing after school programs, managing the education scholarship program, and working with strategic partners in multiple capacities throughout education programming for special events. Responsibilities and qualifications are shown below:

### POSITION RESPONSIBILITIES

- Read and respond to incoming program emails ensuring a timely response, accurate material organization of the email and professional delivery of the email.
- Responsible for the planning, development and implementation of education special events at Space Center Houston like homeschool day.
- Developing and maintaining relationships with education partners, strategic partners and community partners through planning and implementing education events.
- Supervise the scheduling and registration of special programs, after school programs, student engagement programs Space Explorer Journal, and Pop-Up science labs for the Education Programs office.
- Responsible for data needed for Space Center Houston Administration.
- Be the expert in regards to curriculum connected to Pop-Up Science Labs, educational events, the Space Explorer Journal, and after school programs.
- Continuously develop the programs in relation to new NASA missions and the needs of our guests.
- Work closely with catering contractor, facilities, and operations ensuring seamless implementation of events.
- Develop and implement curriculum for Pop-Up Science Labs, after school programming, and the Explorer Journal.
- Oversee student engagement programs like the Space Explorer Journal and reward badging
- Assist with the education scholarship fund
- Ensure the education content of programs overseen is correct, current, and delivered correctly by the Space Center Instructor staff.
- Develop and assist with Space Center instructor training to ensure staff are knowledgeable about the above programs and curriculums.
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- Other responsibilities needed to help support the Space Center University program, public programs and other educational programs for the benefit of Space Center Houston.
- Handle special projects as assigned.

### POSITION QUALIFICATIONS

- A four year college degree in a related field.
- Strong organization skills.
- Event planning or project management experience preferred.
- Good public speaking skills.
- Strong computer skills including Word, Excel, and formatting skills.
- An understanding of and a proven ability to operate fee-based programs and to manage program budgets.
- Ability to represent Space Center Houston in a professional manner.
- Must be able to work a flexible schedule with occasional weekends and evenings.
- A high-energy, self-starter with the ability to work as part of a small professional team in a consensus decision making environment.
- Have a passion for space exploration.
- Must be independent, reliable, and able to work with limited supervision.
- A creative team player with a willingness to work hard and a commitment to quality.

**To apply:** Send resume and completed application to [careers@spacecenter.org](mailto:careers@spacecenter.org). Access the application by clicking [here](#). Save the blank application to your computer first, then complete the application. For more information, contact the Human Resources Department at (281) 244-2150 or visit our website at [www.spacecenter.org/careers](http://www.spacecenter.org/careers).