

Space Center Houston Education Business Assistant

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 Business Assistant responsible for providing multi-level administrative and business support to the Vice President of Education and Education Managers. Responsibilities and qualifications are shown below:

POSITION RESPONSIBILITIES

- Provide a range of administrative support services to the Vice President of Education and Education Managers in a proactive, detail-oriented and forward-thinking manner in a fast-paced environment.
- Assists staff in the preparation of materials for executive leadership meetings, SCH Board of Directors meetings, and support the SCH Board Education Committee.
- Compose correspondence, prepare presentations, manage calendars, compile data, generate reports and maintain files.
- Coordinate important internal and external communications, events, and meetings. Provide support for business development projects.
- Provide support as needed for special events, including educational conferences, professional development and other education programs.
- Serve as the department safety representative and attend all safety meetings.
- Manage special projects as assigned.
- Other duties as assigned.

POSITION QUALIFICATIONS

- A minimum of 3 years administrative or related business experience with previous work experience in an office environment.
- Bachelor's degree or equivalent combination of education and experience required.
- Excellent organizational, verbal, written, and listening skills with the ability to provide exceptional customer service.
- Strong attention to detail and proofreading ability.
- Strong interpersonal skills with the ability to provide exceptional customer service.
- Computer literacy with highly advanced knowledge of Microsoft Office especially Outlook, Word, Excel and PowerPoint.
- The ability to juggle and prioritize simultaneous assignments in a fast-paced environment.
- Proven ability to anticipate needs and problem solve with minimal direction.
- Outstanding communication and interpersonal skills, demonstrating social skills, confidentiality, sensitivity, and professionalism.
- Project Management experience preferred.
- The ability represent the department in a professional manner and maintain confidentiality of information.

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Manned Space Flight Education Foundation
Houston, Texas
March 2019



- Availability to work a Monday-Friday day work schedule. Work schedule may include some evenings/nights and/or weekends as needed.

Space Center Houston offers a competitive salary and benefits package.

Space Center Houston is an equal opportunity employer. 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 <http://www.spacecenter.org/careers>.

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