

## Space Center Houston Education Specialist

The mission of Space Center Houston is to inspire all generations through the wonders of space exploration. Our vision is to be the world's leading science and space exploration learning center. 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 seeking a full time Education Specialist is responsible for developing and implementing mission-based, innovative STEM education curriculum, programs and initiatives for Space Center Houston. Responsibilities and qualifications are shown below:

### POSITION RESPONSIBILITIES

- Develop and implement informal, innovative and engaging mission-based curriculum, programs and initiatives for diverse audiences tied to space exploration.
- Provide high quality programs that position Space Center Houston as a leading science and space exploration learning center.
- Administrative responsibilities include staff supervision and training, budgeting and program evaluation.
- Work collaboratively with SCH staff, NASA personnel, civilian contractors, school districts, and community organizations to offer educational programs as needed.
- Develop and implement curriculum maps across programs to ensure alignment with strategic plan.
- Maintain quality assurance of education program curriculum 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 departments 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 Education Managers and V.P. of Education for strategic planning.
- Other duties as assigned.

### POSITION QUALIFICATIONS

- A Bachelor's Degree in Education or a related STEM field; Teaching Certificate and master's degree preferred.
- A minimum of 3 years of experience teaching and developing innovative STEM education programs and/or curriculum. Middle/high school experience preferred.
- Demonstrated experience in curriculum writing and mapping for standards and vertical alignment
- Experience teaching underserved underrepresented students in STEM.
- Demonstrated knowledge of formal and informal program evaluation systems.
- Knowledge of education technology and how to properly use it in the classroom.
- Knowledge of NASA education objectives and priorities preferred.
- Previous experience with space education, robotics, and planetary science preferred.
- A passion for space exploration.

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Space Center Houston  
Houston, Texas  
April 2019



- Excellent organizational, verbal, written, and listening skills with the ability to provide exceptional customer service.
- Strong attention to detail and proofreading ability.
- 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.
- Outstanding communication and interpersonal skills, demonstrating social skills, confidentiality, sensitivity, and professionalism.
- Work schedule will include some evenings and weekends.

Space Center Houston is an equal opportunity employer. It has a diverse and inclusive work culture with a creative, fun and collaborative environment.

Space Center Houston offers a competitive salary and benefits package.

**To apply:** Email resume to [careers@spacecenter.org](mailto: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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