



Position: Engagement Coordinator

Hours: Full Time Exempt (FTE) salaried position (.75 FTE will be considered)

Salary: \$45,000 annually

Benefits: Supplemental health insurance, PTO & holidays

Supervisor: Executive Director

Description of Responsibilities: Full-time (or three-quarters time) position, with extended hours during special events and programs. Position includes work with education and outreach programs and special events. Must be available to work occasional evening and weekend hours.

Position Summary:

The Montana Science Center (MSC) is looking for a person interested in making a difference in young people's lives through science education. As a part of the Community and Education teams, this motivated individual elevates the educational experience for families and children experiencing the Science Center. The Engagement Coordinator will collaborate with the Education Coordinator with educational programs, serve as the primary coordinator for special events, provide some administrative and visitor services tasks, and occasionally manage volunteers.

The Engagement Coordinator role is a leadership role within the MSC team. This position will:

- Coordinate with other leadership team members in seasonal and annual strategic planning
- Contribute meaningfully to broader organizational Diversity, Equity, Inclusion, and Accessibility (DEAI) goals and projects
- Support and coordinate with other program team members & programs

All MSC team members contribute to the well-being of our community by providing safe, supportive, affordable, and educational experiences for families to enjoy.

Job Duties, including but not limited to:

- **Educational Programs:**
 - Assist with weekly educational programming
 - Act as facilitator to self-guided field trips in the interactive exhibit space
 - Attend outreach events with additional staff, including off-site field trips, community events, and pop-up Science opportunities
 - Help with planning and implementing day or multi-day camps throughout the year
 - Assist with high-tech makerspace programs as needed
 - Manage volunteers



- **Special Events:**
 - Coordinate three primary events, in collaboration with other staff
 - Plan “value add” events throughout year for general visitors
 - Manage volunteers as needed during events and opportunities
 - Serve as the primary coordinator for Women in STEM advisory group, MSC After Dark (monthly adult programs), and Science Nights In (monthly kids drop-off program)
- **Marketing**
 - Collect images & content from events and programs for social media. Work with staff to continue online presence including social media, email marketing and advertising strategies
- **Visitor Services:**
 - Train and serve in Front Desk/Guest Services role as needed
 - Assist with care of living creatures & MSC facilities as needed

GENERAL REQUIREMENTS

- Commitment to our mission
- Excellent customer service skills
- Outstanding verbal/written communication skills
- Proficiency in Google Suite
- Proficiency in online marketing opportunities such as Instagram, Facebook, etc.
- Ability to handle multiple tasks, projects, and priorities effectively and professionally
- Ability to travel within the state
- Ability to occasionally lift up to 50 pounds

DESIRED QUALIFICATIONS

If you possess some of the qualifications below and have a strong interest in learning about the other areas of the job, we encourage you to apply.

- Experience working with youth at any age, 2 and above
- Demonstrated skill in organization, time management, emotional intelligence, and problem solving, team building, and management
- Friendly and outgoing personality and enjoyment of working with children
- Ability to lead other individuals, assign tasks, and oversee projects
- Understanding of the importance and benefits of diversity and inclusion
- Exceptional communication skills including public speaking, customer service and public relations and the confidence to cultivate important relationships with members
- High integrity and ability to create a positive culture
- Flexible schedule
- Valid driver’s license and access to a car or ability to rent a car



PREFERRED QUALIFICATIONS

- Experience with science-based program management
- Experience working for a nonprofit
- Experience with membership databases, MailChimp, and Slack
- Experience working with volunteers

SCIENCE CENTER ENVIRONMENT AND POLICIES:

The Science Center facility is ADA compliant. Position requires sitting and/or standing for long periods of time, occasional extended hours, and computer work. We prefer individuals with a passion for cooperative learning and play for children of all ages. An interest in science and technology education is a bonus. The Montana Science Center is an equal opportunity employer committed to diversity in our workforce and inclusivity in our workplace.

Evaluation:

Position will be evaluated after six months of probation. At this time, the Executive Director will meet with the Engagement Coordinator to assess performance and job satisfaction.

To Apply:

Please submit your current resume and cover letter to: Faye Nelson, Interim Executive Director at fnelson@montanasciencecenter.org. Position is open until filled.