



Job Title: Operations Coordinator
Full-Time/Permanent: 40 hours/week
(Weekend hours are required)
Pay Rate: \$17/hourly
Direct Supervisor: Nik McPherson
Hiring Manager: Micaela Balzer

Position Duties:

- Leads the organization's daily operations, including but not limited to the exhibit area, workshops, and opening and closing procedures.
- Welcomes groups, birthday parties, and general guests to Science Center.
- Provides leadership and training to the operations team as it relates to daily operations and duties, and supports the team in fulfilling the needs of Impression 5 to Go.
- Collaborates with program leadership to train staff for group workshops and delivers educational workshops to groups.
- Supports educational programs, including but not limited to purchasing, and inventory.
- Coordinates functions of daily operations, including outreach, rental and family science evening, occasionally requiring evening hours.
- Works with Communications Manager and Retail Coordinator to update, maintain, and fulfill orders from the Impression 5 to Go e-commerce store.
- Supports Retail Coordinator with inventory and pricing of merchandise in Impression 5 to Go.

Position Requirements:

- Customer service experience required.
- Knowledge and skills typically acquired through coursework in an educational program, with emphasis on areas such as education, science background, customer service, and program development.
- Ability to communicate with visitors of all ages.
- Skill in Windows-based software (word processing and spreadsheets) is required.
- Must be able to prioritize multiple, overlapping tasks while maintaining a pleasant, customer-focused attitude.
- Must be able to perform physical activities for extended periods, operate a cash register and computer, and operate a motor vehicle. Must have a valid driver's license and acceptable driving record.

To Apply:

Please send a cover letter and resume to Nik McPherson at mcperson@impression5.org.

Notice:

A criminal background check is performed for all individuals who are employed or volunteer at Impression 5 Science Center. Unsatisfactory results of the background check will disqualify applicants from further consideration.

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