



Job Title: Programs Coordinator
Full-Time/Permanent Position: 40 hours/week
(weekend hours are required)

Pay Rate to Start: \$17 hourly

Direct Supervisor: Betsy Mappilaparampil, Programs Manager
Hiring Manager: Micaela Balzer, Director of Innovation & Learning

Position Duties:

- Coordinates in planning, delivering and training of family programming like Mini L.A.B.S., Discovery Time, Make It! and other programming as assigned.
- Develops programs that align with the educational philosophy of Impression 5.
- Delivers developed programs at an excellent guest experience level that is consistent and structured for hands-on learning.
- Support the supervision and training of Program Innovators.
- Communicates and evaluates the scheduling needs in education department.
- Supports functions of Science Center that include event days, outreach, and daily operating procedures as needed.

Position Requirements:

- Knowledge and skills typically acquired through coursework in an educational program with emphasis on areas such as education, science background, and program development.
- Experience in educational programs for at least 2 years or Bachelor Degree preferred.
- Ability to communicate effectively and professionally in individual and group settings and work with people of all ages.
- Ability to prioritize multiple, overlapping tasks while maintaining a pleasant, guest-focused attitude.
- Skill in using a computer with Windows-based software (word processing, spreadsheets, Google Drive, email).
- 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 Betsy Mappilaparampil at mappilaparampil@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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