



## COMMUNICATIONS AND OUTREACH COORDINATOR

Discover Science Center is currently accepting applications for an enthusiastic **Communications and Outreach Coordinator** to join our Team. Our Communications and Outreach Coordinator makes connections and develops relationships with parents and local partners to provide informal science education services throughout the community. This is a part-time, in-office position. Experience in education is a plus. Full-time consideration for applicants interested in teaching responsibilities as well.

### **We are looking for someone who is:**

- A people-person, with a great attitude, who loves listening and helping others.
- A team player who can effectively communicate with parents and business partners in-person, over the phone, and via email.
- Interested in growing professionally with our expanding business long-term. This is not an opening for a short-term or temporary position.
- A proactive problem solver with the ability to process and resolve issues quickly.
- Extremely organized, and LOVES details, who can become an expert on our schedule and registration processes.
- An excellent multi-tasker with the ability to prioritize well.
- Technically savvy - is able to learn our registration and website software, and can effectively navigate social media.
- Able to anticipate the needs of others and thinks two steps ahead.
- Can effectively work in a busy, high energy environment.
- Can positively represent Discover Science Center.

### **Primary responsibilities of this position include:**

- Becoming an expert on our programs and registration procedures.
- Communicating with parents and partnering organizations to schedule and coordinate private and off-site events.
- Managing emails, website and social media presence.
- Creating print, email and online marketing content.
- Developing new partnerships with local schools, businesses and non-profit organizations.
- Scheduling and attending off-site marketing events.
- Assisting other Team Members as needed.
- This is not a work-from-home position.

**Discover Science Center**  
2500 Old Alabama Rd, Suite 5, Roswell, GA 30076  
[www.DiscoverScienceCenter.com](http://www.DiscoverScienceCenter.com)  
770 641-9336

**Compensation:**

- Hourly pay (\$15-\$17/hour).
- Free summer camp for children of Team Members offered.

**About us:**

Discover Science Center is an informal science education enrichment center whose purpose is to supplement the STEAM (Science, Technology, Engineering, Art and Math) curriculum taught in K-12 schools and homeschool programs. Our programs focus on hands-on, interactive learning, and were designed by scientists and educators to take advantage of the natural fascination students have with science.

**Our mission** is to serve the community by providing fun and interactive educational experiences and opportunities related to science, in order to inspire and support childhood passion for learning.

**See what we do:**

[www.DiscoverScienceCenter.com](http://www.DiscoverScienceCenter.com)

[www.facebook.com/DiscoverScienceCenter](https://www.facebook.com/DiscoverScienceCenter)

**To apply, please send the following to [tonya@discoversciencecenter.com](mailto:tonya@discoversciencecenter.com):**

Letter of interest

Resume/Curriculum Vitae

Contact info for three references