SHORT ADVERT

Science & Outreach Coordinator - Nebraska Academy of Sciences
Seeking applications from early-career scientists and/or science outreach communicators interested in advancing science & science literacy in Nebraska by developing and implementing NAS programs. The half-time appointee will be mentored by NAS Board members to: gain skills in science education & outreach, prepare competitive grant applications, manage a non-profit organization, develop contacts for a future career in related fields, and help rebuild a 140 year-old institution for modern impact. Minimum qualification for this 2-year appointment (option for renewal) is a PhD in science, communication, education or related fields (ABD will be considered), or a Master’s degree in science communication with experience. Contact nebacad@unl.edu for more information and application instructions. Application review will begin on 24 August and continue until the position is filled.

JOB DESCRIPTION

Science and Outreach Coordinator

Overview
The Nebraska Academy of Sciences (NAS) seeks to attract an early-career, high-performing individual who will: (1) advance the education and outreach profile, impact, and visibility of NAS; (2) manage NAS programs and communications efficiently and effectively; (3) work with educational institutions, government offices, public, business, non-profit, and other entities to promote science literacy across Nebraska; (4) engage proactively with the community of NAS members, officers, committee members, and volunteers to advance and enhance the NAS Mission; and (5) benefit from NAS Executive Committee mentorship and opportunities to gain skills in education and outreach, non-profit organization project management, and develop key contacts for a future careers in related fields.

General Description of Organization
The Nebraska Academy of Sciences, Inc. (NAS) is a non-profit organization managed by an Executive Committee and Board, with officers elected annually by its members. NAS serves as an umbrella organization for Nebraska scientists, science educators and outreach communicators, students, and the public. Membership fluctuates annually between 400 to 800 members. NAS is an affiliate of the American Association for the Advancement of Science (AAAS) and a member of the National Association of Academies of Science (NAAS). The Nebraska Junior Academy of Science (NJAS) and the Nebraska Association of Teachers of Science (NATS) affiliate with NAS.

NAS Mission Statement
The objectives of the Academy are to further the work of scientists, to facilitate cooperation among them, to improve the effectiveness of science in the promotion of human welfare, to increase public understanding and appreciation of the importance and promise of science in human progress, and to stimulate science education through communication and cooperation.

Responsibilities
Duties of the Science and Outreach Coordinator include but are not limited to:

Program Development and Implementation (30%): assist NAS Board and members in developing and implementing new initiatives to engage and connect members; assist with proposal development to support new initiatives that enhance science education, science literacy and communication; coordinate their implementation and assist with outreach efforts to broaden NAS contacts to and between science departments in institutions of
higher education and schools across Nebraska; liaise with Nebraska Department of Education officers and ESUs, and collegiate research offices to enhance the reach and integration of NAS programs;

**Membership Management and Promotional Communications (30%)**: Recruit and facilitate member renewals; collect membership dues via website and mail; manage NAS member database; communicate with members and the public as the chief point-of-contact for NAS; populate NAS website and social media platforms with NAS-related content provided by the Executive Committee; prepare and distribute annual newsletter; promote NAS Annual Spring Meeting;

**Annual Science Meeting (20%)**: Support activities of the Program and Conference Committees in event planning, registrations, preparation and implementation of the NAS Annual Spring Meeting, a meeting dedicated to providing Nebraska science students with an opportunity to share their research results and developing programs.

**Office, Board Management and Clerical Operations (20%)**: Conduct common clerical and communication duties, including calendar management, payments, reimbursements, and billing in communication with Treasurer; organize fiscal documentation for accounting firm; manage NAS annual scholarships program (applications & awards), and NAS honorary awards; support the President in organization of NAS Board meetings (Feb., April-Annual Meeting, June, Sept., and Dec.), including agenda development and reporting; record and archive NAS records and files;

**Position Details**
This position works closely with the President, Treasurer, and other members of the NAS Board. Because NAS is an affiliate of the University of Nebraska State Museum, computer security, phone, email, and other IT support is provided by UNL. The Science and Outreach Coordinator will have access to workspace in the NAS Office in the University of Nebraska State Museum - Morrill Hall. The position is configured with flexible office hours, up to 20 hours a week, with the option of working remotely. Attendance at NAS Board meetings and Annual Spring Meeting is expected. The Science and Outreach Coordinator will work with the President to establish a work schedule. Minimum qualification is a PhD in science, outreach, education or a Master’s degree in science communication with experience. An individual in the final stage of their PhD (all but dissertation - ABD) will be considered. This is a two-year position with option for renewal at an initial starting rate of $20/hour (the Academy will pay FICA and payroll taxes quarterly). The NAS President will conduct a six-month review after a probationary period, at which time the hourly rate can be renegotiated based on performance.

The successful applicant will work in an environment where the employee’s and member differences are respected and valued to better meet the varying needs of the diverse populations we serve. NAS fosters a diverse and inclusive work environment that promotes collaboration so that all individuals are able to participate and contribute to their full potential. As an EO/AA employer, qualified applicants are considered for employment without regard to race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation.

**Application**
Submit a current resume or CV, an application statement that describes your interest in this position and career goals, and the names and contact information of three references to nebacad@unl.edu. Contact this address with questions or for more information about The Nebraska Academy of Sciences.