



Connecticut Science Center Programs Department Administrator

Job Title: Programs Department Administrator
FLSA: Hourly Non-Exempt, Full-Time (40 hours/week)
Reporting to: Education Department Manager

Key Responsibilities:

- Manage and coordinate administrative tasks related to all educational programs, including but not limited to scheduling of staff and managing the organization and flow of information and resources
- Provide ongoing, broad administrative support to the Programs Department team members
- Assist the Programs Project Coordinator with program logistics as needed.
- Manage registration and logistics for individual workshops and partner engagements for the *Joyce D. and Andrew J. Mandell Academy for Teachers* as needed.
- Interface with other staff and departments to coordinate any grant funding associated with individual school accounts
- Provide administrative support to the CSC Exploration Vacation Camps program, Teen Innovation Program and other school and youth programs that may arise.
- Assist in maintenance of an informational database to track activities with key accounts and contacts and manage process flow of interactions with these constituents
- Support the use of multiple digital platforms and related resources
- Other duties as required and assigned

Skills and Qualifications:

- Proven ability to expertly manage multiple, complex tasks independently with grace and good humor in a fast paced, highly demanding environment.
- Dependability and adaptability with good problem-solving and time management skills.
- Experience in an educational or other non-profit environment is preferred.
- Excellent customer service skills dealing with both internal and external clientele.
- Excellent verbal and written communications skills.
- Extraordinary attention to detail, highly accurate and timely data-input and processing skills.
- Strong aptitude for learning and using digital tools and platforms.
- Experience using various databases is preferred.
- Must possess a valid CT driver's license and maintain a satisfactory driving record to drive to off-site locations
- Must be able to lift and move supplies and equipment (up to 50 lbs.)
- Some college training is preferred, high school diploma (or equivalent) is required.

Qualified applicants will go through an application process, interview process and must successfully complete a background check.

To apply, send a cover letter and resume to HR@CTScienceCenter.org and please reference "*Programs Department Administrator*" by **Friday, September 30, 2016**.

The Connecticut Science Center is an Equal Opportunity Employer