



Connecticut Science Center Access Membership Outreach Coordinator

Job Title: Access Membership Outreach Coordinator

FLSA: Non-Exempt, Hourly, (Part Time - 20 Hours Per Week)

Reports to: Marketing & Membership Manager

Summary:

The Science Center's Advancement Department directs the Development, Marketing and Membership functions for Connecticut's premier destination for informal science learning and one of the state's foremost resources on Science, Technology, Engineering and Mathematics (STEM).

The Access Membership Outreach Coordinator assists in the development and execution of the Access Membership Program, a part of the Science Center's Diverse Audiences Strategic Initiative, to increase the engagement of non-traditional museum audiences.

Key Responsibilities:

- Reach out and build programmatic relationships with schools and community-based organizations in the Greater Hartford community to promote and sell the Access Membership program
- Connect community resources and assets to Science Center events, programs, and exhibitions.
- Assist Advancement Program Manager with planning and administrative tasks related to Access Membership events
- Provide interpretive services for non-English speakers at enrollment events
- Work in coordination with the Membership Department to process Access Memberships
- Assist Membership Department during periods of high-volume sales
- Other duties as assigned.

Requirements and Qualifications:

- High School diploma or equivalent required. Some college experience highly preferred.
- Must be bi-lingual (written and spoken) in both English and Spanish.
- Must have outstanding communications and interpersonal skills. A background in customer service or education is highly desirable. Must exhibit a high level of energy and enthusiasm for the Connecticut Science Center when communicating to potential new Access Members and Community Partners.
- Must be able to work on occasional evenings and weekends both on site at the Connecticut Science Center and off site at locations within the Greater Hartford Community.
- Must have access to reliable transportation during standard business hours as well as for evening and weekend work as required by the position.
- Must be comfortable working independently, particularly at off site locations, and must also work well as part of a larger team.



- Must have good organizational skills
- Experience with Microsoft Office Suite, particularly Outlook, Word, PowerPoint and Excel, on a PC platform is preferred
- Familiarity with Hartford neighborhoods, schools and community-based organizations is preferred
- Experience with customer relationship management software is preferred

Hours are subject to change on a weekly basis. A science center shirt is provided as part of a standard uniform.

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

To apply, send a substantive cover letter and resume to HR@CTScienceCenter.org and please reference "Access Membership Outreach Coordinator" in the subject line by February 9, 2018.

The Connecticut Science Center is an Equal Opportunity Employer