

## Connecticut Science Center Programs Project Coordinator

**Job Title:** Programs Project Coordinator  
**FLSA:** Hourly Non-Exempt, Full-Time (40 hours/week)  
**Reporting to:** Director of Programs and the Mandell Academy

### Key Responsibilities:

- Manage and coordinate logistics for core professional development offerings of the *Joyce D. and Andrew J. Mandell Academy for Teachers* as well as special projects that may arise within the Programs Department. Responsibilities include, but are not limited to:
  - Managing the registration process, which includes the use of multiple online platforms
  - Scheduling internal and external staff
  - Coordinating facility setup and catering (both on- and off-site)
  - Materials procurement, prep, and delivery for certain programs
  - Managing participant paperwork and digital resources for programs
  - Supporting the preparation of quotes and contracts
  - Communications with participants, customers, and vendors about offerings and logistics
- Interface with other staff and departments to coordinate any grant funding associated with managed projects
- Work with finance to submit and track invoices and payments associated with managed projects
- Help develop and administer an informational database to track and report on activities with key accounts and contacts and manage process flow of interactions with these constituents
- Set up, monitor and support the use of multiple digital platforms and related resources
- Other duties as required and assigned

### Skills and Qualifications:

- Proven ability to manage multiple, complex tasks expertly, independently, and 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 and interpersonal skills dealing with both internal and external clientele
- Excellent verbal and written communications skills
- Extraordinary attention to detail, highly accurate and timely data management and processing skills
- Strong aptitude for learning and managing digital tools and platforms
- Experience using databases is preferred
- Must possess a valid CT driver's license and maintain a satisfactory driving record to drive to off-site locations
- Some college training is preferred, high school diploma (or equivalent) is required

### Physical Requirements:

- Repetitive movement of hands and fingers – typing and/or writing.
- Occasional standing, walking, stooping, kneeling or crouching and sitting for periods of time.
- Reaching (overhead and distance) with hands and arms.
- Must be able to lift and move supplies and equipment (up to 50 lbs.)



- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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](mailto:HR@CTScienceCenter.org) and please reference "*Programs Project Coordinator*" in the subject line by April 30, 2019.

The Connecticut Science Center is an Equal Opportunity Employer