Program Administrative Support
Full-time, 24 months with possibility of extension into future projects
This role can be virtual, no in-person meetings required

ABOUT THE ORGANIZATION
The ASP is a 501(c)(3) nonprofit astronomy organization headquartered in San Francisco whose mission is to inspire and support professionals, educators, amateurs and “arm chair” enthusiasts. The ASP develops and disseminates astronomy toolkits, programs, publications, education resources, and on-line tools in its mission to inspire youth and adults. ASP efforts target K-12 classrooms, museums, planetariums, national and state parks, nature centers, astronomy clubs, and city sidewalks. ASP partners with NASA, the American Astronomical Society, the National Science Foundation, and other leading professional and educational organizations in North America and overseas. Financial support comes from a diverse portfolio of sources that includes government agencies and foundations, private and corporate foundations, corporate sponsorship, earned revenue, and donations from ASP members and individuals. The annual operating budget is approximately $3,000,000 and the institution employs a staff of 20 people.

JOB SUMMARY
The Astronomical Society of the Pacific (ASP) is looking for a full-time Program Administrative Support position for two related NASA-funded projects, Eclipse Ambassadors off the Path and the Night Sky Network. This position supports the daily administrative duties of communication with participants, supporting team needs, and tracking participation. Works closely with Director of Free Choice Learning and Program Manager for Amateur Astronomy Outreach. This position could be ideal for someone entering the astronomy education profession with potential for growth within the organization.

Duties include
- Answer information and support requests from both programs, including email, social media, and (rarely) phone
- Generate and analyze monthly reports tracking participation in both programs
- Track shipment of materials by the shipping department to participants and update related records
- Ensure documentation on the websites are current: web-based FAQs, how-to guides, and Night Sky Network Toolkit materials
- Assist with production of monthly webinar series and other online engagement
- Basic troubleshooting of potential Night Sky Network website issues
- Attend and record regularly scheduled virtual meetings, such as: Eclipse Ambassador internal team and all-staff ASP meetings (weekly), full-team Eclipse Ambassador and Night Sky Network team meetings (monthly)
Experience and skills
We are looking for someone who is enthusiastic and dedicated to our mission. On-the-job training and support will be provided as needed. We are flexible with the combination of previous experience in any or all of the following:

- At least 3 years’ experience or a degree in science, communications, or relevant subject
- Customer service experience with a range of audiences
- Strong organizational skills
- Proficient in creating reports and simple analysis
- Strong copywriting and copy-editing skills as well as oral and verbal communication skills
- Familiarity with Google and Microsoft suites
- This position will require fingerprinting and a background check performed by NASA/JPL security. One-time travel to a nearby security office will be reimbursed.

Compensation
Full-time employment for at least two years starting in or around January 2023
$50K per year, plus benefits including medical, dental, life insurance, 401K, paid federal holidays, plus vacations starting at 10 paid days/year, sick leave, and a flexible work schedule. We support a sustainable work-life balance and professional development opportunities for our staff.

DEADLINE
Reviewing applications on a rolling basis beginning November 21, open until position filled.

HOW TO APPLY
Please send resume/CV with a cover letter to: vwhite@astrosociety.org

About the Eclipse Ambassadors Project
NASA Eclipse Ambassadors will partner 500 college undergraduates with amateur astronomers and train them in effective eclipse public engagement. Each partnership will engage their local community, focusing on reaching underserved audiences. The project team brings together leaders in the fields of astronomy education, community partnerships, and college students.

About the Night Sky Network Community
The NASA Night Sky Network (NSN) is a coalition of more than 400 astronomy clubs across the United States dedicated to sharing the wonders of the night sky and the latest NASA science with their communities. Clubs use the club management features to communicate with their members, share upcoming events, and earn Toolkits and quarterly prizes.

The ASP is an equal opportunity employer. Moreover, we consistently strive to create a welcoming and inclusive environment for all employees through learning and practice implementing DEIA strategies in our daily relationships. We are committed to diversifying the astronomy education workforce and expanding our STEM engagement.