**Program Assistant**

**Astronomical Society of the Pacific**

12 months, possibility of extension with future projects  
Full time: 40 hours/week  
Job classification: Non-Exempt  
Reports to Program Director  
Start date immediate / August 2023  
*This role can be remote, no in-person meetings required*

The **Program Assistant** will support the NASA-funded Eclipse Ambassadors off the Path program, administered by the Astronomical Society of the Pacific (ASP). Learn more about the program and organization below.

**Duties include:**

- Manage database of hundreds of applications and participants  
- Answer information and support requests from Eclipse Ambassador participants, including email, social media, and (very rarely) phone  
- Generate and analyze monthly reports tracking program participation  
- Participate in selection process  
- Attend and take notes at regularly scheduled virtual meetings, such as: weekly Eclipse Ambassador internal team, and monthly full-team Eclipse Ambassador meetings, weekly ASP all-staff meetings  
- Track shipment of materials by the shipping department to participants and update related records

**Experience and skills:**

We are looking forward to someone who is enthusiastic and dedicated to our mission of science literacy. 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 an associate degree in science, education, communications, or relevant subject  
- Customer service with a range of audiences  
- Comfort and dare we say love of spreadsheets, including simple formulas and navigation  
- Detail-oriented, with strong organizational skills (required)  
- Ability to document and create regular progress reports  
- Familiarity with Google and Microsoft suites including spreadsheets, documents, and slides  
- Physical Demands: Position is remote. Organization will provide a laptop and discuss remote-office requirements upon hire.
Compensation and benefits:
$56,700 annual salary for 100% FTE (40 hrs/wk) for at least one year starting August 2023 (or ASAP), plus benefits including medical, dental, life insurance, 401K, paid federal holidays, vacation starting at 10 paid days/year, sick leave, and a flexible work schedule. We also offer the possibility of 80% FTE (32 hrs/wk) at an annual salary of $45,400. These salaries are our minimum starting wage for an entry level position, set at a living wage for a household with two working adults and one dependent in the San Francisco Bay Area according to the MIT Living Wage Calculator.

To apply, please send resume/CV with a cover letter to: jobs@astrosociety.org
We will review applications on a rolling basis beginning July 31, open until the position is filled.

The Astronomical Society of the Pacific is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

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 community college students.

About the Astronomical Society of the Pacific (ASP)
The ASP is a 501(c)(3) nonprofit organization, headquartered in San Francisco, whose mission is to promote public science interest, engagement, and literacy through the awe and wonder of astronomy and related fields. The ASP develops and disseminates materials, programs, publications, educational resources, and online tools including annual conferences in its mission to inspire youth and adults. Efforts target K-12 classrooms, museums, planetariums, national and state parks, nature centers, astronomy clubs, and the astronomy education community. The ASP collaborates with NASA, the American Astronomical Society, the National Science Foundation, and other leading professional and educational organizations in North America and overseas. The organization’s annual operating budget is approximately $3,000,000, and the Society employs a staff of over 20 people at headquarters and three additional sites across the country.