EDUCATION COORDINATOR

JOB TITLE: Education Coordinator
REPORTS TO: Education Director
STATUS: Part-Time, up to 25 hours/wk ROP: $15/Hour
SCHEDULE: Mon-Fri, flexible timing

GENERAL DESCRIPTION:
Discovery Center of Idaho’s (DCI) mission is to inspire lifelong interest and learning in science, technology, engineering and math (STEM). DCI serves its mission by developing, maintaining, and presenting interactive science exhibits as well as providing on- and off-site educational programs designed for multi-generational audiences.

The Education Coordinator helps fulfill our mission by building positive, lasting relationships with our constituents through a reservation process that provides quality support and personalized service.

The Education Coordinator is the welcoming voice of the Discovery Center. They ensure our schools, teachers and other educational program participants have positive experiences by providing quality customer service, highly-detailed logistical organization, and clear, direct communication.

TYPES OF JOBS YOU MAY HAVE HAD BEFORE:
● Receptionist
● Data Entry Specialist
● Camp administrator

DAILY DUTIES:
● Correspondence by email and phone to complete reservation processes for all of the Center’s education programs including: Field Trips, Camps, Classes, Virtual Courses & Programs, Group Sales and Community Events
● Provide exceptional customer service and escalation as needed
● Database and organizational calendar management: Learn and maintain current knowledge of regularly changing database and calendar
● Complete bi-weekly and monthly reporting on participation numbers for Education programming
● Act as a group ambassador for schools visiting the Center on field trip programs
● Present program details and reservations procedures to teachers at events and workshops
● Assist the Education department with administrative and educational tasks such as supply ordering, reporting, visitor interactions, DCI@Home online maintenance etc. as needed
● Maintain an organized, clean, and efficient work environment

QUALIFICATIONS:
● At least 2 years of college, Associates Degree or equivalent experience
● Independent, reliable and self-motivated worker willing to take initiative
● Acute attention to detail
● Ability to remain flexible, adaptable, and energized in a fast-paced, ever-changing environment
● Dedicated to maintaining a communicative, supportive, team environment
● Experience with spreadsheets, databases and data entry
● Excellent in verbal communication and computer skills
● Able to pass a background check
● Passionate about furthering DCI’s mission

WHAT WE CAN OFFER YOU:
● The ability to take ownership of your position
● One of the most fun and unique places to work in the Treasure Valley
● Stable and flexible working schedule

To apply, please email a copy of your resume and a cover letter to education@dcidaho.org with Education Coordinator position in the subject line by September 7, 2021