



## Outreach Specialist

Reports to: Outreach & Environmental Education Coordinator

**Nature and Scope of Position:** Support the development and delivery of the Tennessee Rural Impact Project (TRIP), an initiative of the Discovery Center and the Science Alliance of Tennessee. Assist the TRIP Project Director in maximizing impact and ensuring outcomes are meeting goals as outlined in the grant. The Science Alliance of Tennessee Rural Impact Project is a joining initiative of six museums to provide rural schools access to hands-on science education experiences. The work of the TRIP Education Specialist will directly enhance and support the relationships between Science Alliance museums, community partners, and schools. This is a grant funded position that will last July 1, 2024 through November 30, 2025.

### **Key areas of responsibility**

- Immersive (Virtual) Programs:
  - Support the development of new program ideas for Immersive programs with the TRIP Project Director and Leadership Team.
  - Record and edit Immersive programs.
  - Manage communications with the TRIP Leadership Team and TRIP teachers to schedule and deliver Immersives.
- Exploration Cards:
  - Lead the development of the Exploration Card library.
  - Develop STEM activities for Exploration Cards within the set program parameters and based on teacher requests.
  - Responsible for teacher communications and organizing and processing monthly Exploration Card orders.
- Professional Development Series:
  - Support the continued development and growth of the Professional Development Series: *More Than A Makerspace: Bridging the Gap between Informal Institutions and Formal Learning Environments*.
  - Work closely with the TRIP Project Director and Leadership Team to continue the development and implementation of new virtual professional development sessions.
  - Support the scheduling and delivery of the virtual sessions including teacher communication, management of materials that are included for each of the virtual sessions, and lead/support professional development delivery.
- TRIP/Science Alliance website
  - Create and maintain a TRIP/Science Alliance website.

### **Other duties:**

- Attend TRIP Leadership virtual meetings and in-person retreats.
- Attend monthly staff meetings, as schedule allows
- Other duties as assigned

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skills and/or abilities required:

- A degree in Museum Studies, Education, Recreation, Nonprofit Management, Child and Family studies or related areas preferred or two years of equivalent work experience is required.
- Experience with program development and delivery
- Proficiency in film, editing, virtual content management, and web development. This includes experience with editing softwares such as Adobe Creative Suite and Vimeo and relevant programming language knowledge / web development and SEO knowledge.
- Proficiency in Google Workspace
- Ability to interact effectively, professionally, and courteously with visitors, staff and volunteers.
- Work in fast-paced team oriented tasks with the ability to prioritize.
- Ability to relate to persons of all ages, diverse backgrounds, skills and abilities
- Excellent verbal, written, organizational and interpersonal skills;
- Ability to work in a team environment
- Ability to work on a variety of projects simultaneously is essential.
- Comply with flexible work schedule
- This job requires periods of standing, sitting, walking, use of hands and arms, bending, lifting, use of computer and keyboard, listening and speaking in person and on the phone.
- Noise level varies from quiet to loud
- Temperature varies from hot to cold

Discovery Center is committed to creating and maintaining an equitable workplace in which all employees have a chance to participate and contribute to the success of the organization and are valued for their skills, experience, and unique perspectives. A workplace where employees of all races, religions, political affiliations, sexual orientations, gender identities, ability, and age find an opportunity.