Science Learning + Grant Program Coordinator

POSITION SUMMARY:
Become part of an expanding team at the cutting edge of citizen science and educational research. The California Academy of Sciences is recruiting an experienced project coordinator for a large-scale multi-partner international collaboration of citizen science practitioners and educational researchers on a Science Learning + award, jointly funded by the National Science Foundation, Wellcome Trust, and Economic and Social Research Council. This four-year program aims to better understand the learning outcomes and impacts of participation in natural history museum citizen science projects for young people aged 5-19 years. Project abstract: https://www.nsf.gov/awardsearch/showAward?AWD_ID=1647276

This three-year position is responsible for liaising with youth participants, facilitating access to youth participants for the researchers, and supporting the researchers in collecting and processing data. The Project Coordinator will lead on developing the resources or approaches to adapt existing Academy citizen science projects in the second year of the program, in line with research recommendations from the first year of evaluation, and developing and launching a new citizen science project and all associated resources in year 3. The project coordinator will be responsible for working with existing, and cultivating new, Academy youth citizen science participants. Throughout the project, this position will take the lead on developing relationships with community-based organizations, and will support data collection and processing as well as dissemination activities.

The project coordinator role is based in the Academy's Citizen Science Department, within the Institute for Biodiversity Science & Sustainability. Through expeditions around the globe and investigations in the lab, the institute's scientists strive to understand the evolution and interconnectedness of life. Through these same efforts, as well as through partnerships, community outreach, and public engagement initiatives, the institute aims to guide critical conservation decisions and address the challenge of sustainability. Our Citizen Science Program has delivered a broad range of innovative projects since 2012, with the goal to connect people to nature and each other while simultaneously collecting biodiversity data critical to science and conservation. Over the past six years, Citizen Science at the Academy has reached thousands of people and has collected tens of thousands of species occurrence records throughout California and beyond.

Youth focused citizen science projects at Natural History Museums

This Science Learning + research project is an international collaboration between education researchers at the University of California, Davis and Open University, and citizen science practitioners, educators, and environmental scientists at the Natural History Museum in London, University of Oxford, California Academy of Sciences, and Natural History Museum of Los Angeles County. It aims to study how youth learn when engaged in citizen science led by natural history
museums. A brief description of the project can be found here (link to NSF project summary).

The Academy is committed to cultivating a culturally inclusive environment where diversity of thought and expression are valued, respected, appreciated and celebrated. We believe in creating a culture where all individuals feel respected, are treated fairly, provided work-life balance, and have an opportunity to excel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Promotion of existing citizen science projects to youth audiences to increase current/pre-project participation, ensuring a wide pool of potential research participants/study subjects
- Recruit youth participants to Academy citizen science projects and this research and maintain their engagement
- Undertaking training by post-docs and other project staff to develop research knowledge and skills
- Data collection and processing as required by post-docs and other project staff
- Adapting an existing project and creating associated resources in year 2, in line with research recommendations
- Development, launch and promotion of new citizen science project (and the resources for the project) in year 3 in line with research recommendations
- Liaison and partnership building with community-based organizations
- Work with the team on materials to disseminate study's results to other citizen science practitioners
- Follow all Academy safety regulations
- Other duties as assigned

QUALIFICATIONS:

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

EDUCATION and/or EXPERIENCE:

The ideal candidate will possess a combination of the following education and/or equivalent experience:

- Bachelor's degree in a natural science (such as biology, botany, geology) or education (such as interpretation, science education, environmental/outdoor education)
- Experience working in the field of natural sciences, including following scientific protocols and protocol development
- A minimum of one year of experience conducting citizen science and/or environmental education projects/programs with youth
- A minimum of one year of experience facilitating youth education programs
- Proven experience of collaborative working
- Experience in project/program evaluation in an educational setting
- Experience communicating and relationship building with community-based organizations
- Experience developing science/environmental educational and/or outreach materials
KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and enthusiasm for the natural world and connecting people to nature, knowledge of California's ecosystems and species a plus
- Confident and flexible communicator, both written and verbal, to diverse audiences, including youth 5-19 years old and their families
- Although the bulk of the work will follow normal business hours, ability to work a flexible schedule, including early mornings, evenings, and weekends, subject to change with program needs
- Ability to work independently and as part of a group and complete multiple tasks and projects under assigned deadlines
- Ability to work cooperatively with multi-stakeholder teams, including Academy and partner staff
- An understanding of the role and breadth of citizen science projects in the US and beyond
- Ability to communicate work and engage audiences through blogs and social media
- Knowledge of and willingness to join online communities such as iNaturalist and the Zooniverse
- Comfortable using technology such as mobile apps, smartphones, and/or tablets
- Strong organizational skills
- Strong interpersonal skills with both youth and adults
- Proficient in Microsoft Office and Google Apps
- Ability to travel throughout San Francisco and the larger Bay Area, including to remote sites by operating an Academy owned vehicle (automobile, van or light truck) or personally owned vehicle. Valid California driver’s license with clean driving record required

LANGUAGE SKILLS:
Preferred: bilingual (spoken and written) in Spanish, Cantonese, Mandarin, or Tagalog. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or individuals.

PHYSICAL DEMANDS & WORK ENVIRONMENT:
The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, and reach with hands and arms, and talk or hear. The employee will spend time out-of-doors at events and programs, occasionally in hot or inclement weather. Must be able to travel via museum vehicle, personal vehicle, or public transport to off-site meetings and events. Must be able to lift 40 lbs. Must be able to perform repetitive motions 50% of the time.

APPLICATION INSTRUCTIONS:
Please submit your cover letter and resume online at http://calacademy.snaphire.com Note that the recruitment timeline for positions vary and depend on many factors, so it is impossible to accurately predict when a position will close. We appreciate your patience during this process. No phone calls please.
The California Academy of Sciences will consider for employment all qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance (SF Police Code, Article 49).

The California Academy of Sciences is an Equal Opportunity Employer and is committed to ensure that all employees and applicants receive equal consideration and treatment, regardless of race, color, creed, gender (including gender identity or gender expression), religion, marital or domestic partner status, age, national origin or ancestry, physical, mental or medical disability, sex, sexual orientation, citizenship, military service status, veteran status, or any other characteristic protected by state or federal law or local ordinance.

The California Academy of Sciences is a non-smoking facility. There is also no smoking in Golden Gate Park.

**Job Details**

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