



**Job Posting - UPDATED**  
**Aspen Science Center (ASC)**  
**Programs and Operations Manager**  
**January 31, 2019**

**Full time. Starting immediately.**

- Work from home, Aspen to Glenwood Springs. Flexible hours.
- Health care benefits. Discount ski pass at Aspen Chamber rates.

Submit resume and cover letter to [info@aspensciencecenter.org](mailto:info@aspensciencecenter.org)

Would you like to be part of an exciting and growing organization? Do you have a passion for science education and advancement? Then join ASC as we continue to build and grow our organization!

The Programs and Operations Manager (POM) reports to and works closely with the President of the Aspen Science Center to oversee the overall operations of ASC. The POM also works closely with the Educational Programs Manager to design and deliver new programs, activities, and demonstrations. The POM oversees our High School Intern-Educator (IE) program, consisting of 7-12 interns, mostly active during the summer. The IE program is critical to delivering and growing all of our programming in the summer, and is growing rapidly and becoming more of a year-round program.

This position also oversees the overall operation of ASC. The President and Development Committee of the Board of Directors take the lead on development and marketing activities, with support from the POM. Candidates should have multiple years of experience in a high-level position in a nonprofit or for-profit business, and have experience in multiple areas, including the following: programs; operations; marketing; development; finance; and HR. Because we are a small organization, the Operations Manager needs to fully understand and in most cases be able to execute all of the operations of the organization. Development and Marketing experience is a significant plus. We have no physical office; instead we work from home. Location is flexible from Aspen to Glenwood Springs area. Most of our events take place in Aspen, although more and more are occurring down valley, and as far away as Rifle.

**Responsibilities include but are not limited to:**

- Oversee all operational aspects of the organization. Provide support for Marketing and Development activities;
- Ensure all programs are planned and executed at a high quality level. Secure venues and vendors, research and procure equipment and supplies, determine and oversee staffing, etc.;
- Oversee our growing high-school summer Intern-Educator program. Train and manage our summer workforce with a great group of 7 to 12 young men and women;
- Help design new programs and demonstrations, lead teaching for youth at our programs, train our Intern-Educators. The Operations Manager is an educator

**Board of Directors**

*Founding Chair*

George Stranahan

*Chair*

Mike Simmons

*President*

David Houggy

*Vice President*

Bill Frazer

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*Treasurer*

Jane Frazer

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Norman Belmonte

Charles Cunniffe

Rana Dershowitz

Alan Fletcher

David Heil

Jill Kosdrosky

Tom O'Connor

Andrei Ruckenstein

Harry Teague

Bill Turner

**Staff**

*Education Programs*

*Manager*

Maya Hunt



as much as or more than a manager. Work collaboratively with the Educational Programs Manager to develop new programs, events and activities;

- Work with President to create and execute marketing and PR campaigns, maintain and update website and social media presence, send regular newsletters, etc.;
- Work with Board Development Committee to maintain donor records, print and mail campaigns, send donor acknowledgements, process donations, pursue and write grants and business sponsorship opportunities;
- Execute all administrative areas including accounting, benefits, HR policies, insurance, printing and binding. (The ASC has a bookkeeper who processes bills and checks.).

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David Houggy

*Vice President*  
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Norman Belmonte

Charles Cunniffe  
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#### **Requirements**

- Multiple years of managerial experience with overall organizational and financial responsibility; nonprofit experience desired;
- Educational background (BS or equivalent strongly preferred) and experience in, or strong understanding of, STEM, science communication, education, and program development;
- Experience working with children, ideally in an educational environment;
- Background in most of the following: operations, accounting and finance, marketing and PR, development, HR, nonprofit management, science education and communications;
- Development and Marketing skills, experience, and success, especially in the Roaring Fork Valley, is a big plus. The POM could assume a larger role in these areas depending on experience and interest;
- The ability to work in an unstructured environment, take initiative, work collaboratively, manage multiple priorities, and take on new challenges as they arise;
- Excellent written and oral communication skills; ability to interact with donors and important supporters of ASC; Spanish language skills a plus;
- Access to use of a car, sometimes on-demand (SUV/truck a plus);
- DIY skills, willingness to get hands dirty, resourcefulness; this position requires lifting and transporting our equipment and supplies from our Basalt and Aspen storage facilities to event locations up and down the valley;
- Skilled in Microsoft Office. Knowledge of Photo Shop and/or InDesign, graphical design, and Word Press a plus.

#### **Staff**

*Education Programs  
Manager*  
Maya Hunt