



Virtual Outreach Coordinator

The Museum's Virtual Outreach Coordinator primarily assists the Director of Education in carrying out the Museum's virtual outreach programs and activities as they relate to the Museum's mission. The Virtual Outreach Coordinator reports to the Director of Education.

This is a part-time position averaging 20 to 25 hours per week, primarily Monday through Friday during the school day. The Virtual Outreach Coordinator may assist with other programs including tours, in-person outreach, classes during both the school year and summer, and program planning and implementation during the off times and as scheduling allows.

Summary of Responsibilities:

- Assist in planning, staffing, and implementing museum virtual outreach programs through Connect2Texas.
- Assist in coordinating virtual outreach programs with schools, staff, and Connect2Texas staff.
- Purchase supplies and equipment as needed for educational use with authorization from the Education Director.
- May assist with the arranging, staffing, and implementation of other educational programs on an as-needed basis/when scheduling allows.
- Assist with the upkeep, cleanliness, and organization of the Education Hall and STEAM Center.
- Assist with the training, feeding, and hygiene of the Museum animals.

Required Qualifications:

- Must be able to work in a team-structured environment.
- Proficient in using virtual teaching tools including, but not limited to, Zoom, Google Suite, and Microsoft Office.
- Ability to multitask.
- Detail oriented.
- Organizational skills required.
- Team-oriented
- Flexible
- Take initiative and manage responsibility well.