Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Program Assistant
Announcement Number: SI-TRUST-23-SSEC0601
Number of Vacancies: 1

<table>
<thead>
<tr>
<th>OPEN DATE:</th>
<th>June 1, 2023</th>
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<tbody>
<tr>
<td>CLOSING DATE:</td>
<td>June 30, 2023</td>
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<tr>
<td>SALARY RANGE:</td>
<td>IS-0303-07 ($53,105 - $69,035)</td>
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<td>POSITION TYPE:</td>
<td>Trust Fund</td>
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<tr>
<td>APPOINTMENT TYPE:</td>
<td>Temporary</td>
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<tr>
<td>SCHEDULE:</td>
<td>Full Time</td>
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<tr>
<td>DUTY LOCATION:</td>
<td>Washington DC</td>
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Position sensitivity and risk: Non-sensitive (NS)/Low Risk
Open to all qualified applicants

The Smithsonian Institution provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation should contact the point-of-contact listed in the “How To Apply” section below. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. To learn more, please review the Smithsonian’s Accommodation Procedures.

The Smithsonian Institution is an Equal Opportunity Employer. We believe that a workforce comprising a variety of educational, cultural, and experiential backgrounds support and enhance our daily work life and contribute to the richness of our exhibitions and programs. See Smithsonian EEO program information: www.si.edu/oema.

CONDITIONS OF EMPLOYMENT

- Pass Pre-employment Background Check and Subsequent Background Investigation for position designated as low risk
- Maintain a Bank Account for Direct Deposit/Electronic Transfer
- The position is open to all candidates eligible to work in the United States. Proof of eligibility to work in the U.S. is not required to apply.

OVERVIEW

The Smithsonian Science Education Center (SSEC) is an organization of the Smithsonian Institution dedicated to transforming K-12 Education Through Science™ in collaboration with communities across the globe. To achieve its mission, SSEC has four goals: (1) promote authentic, inquiry-based, integrated K-12 science, technology, engineering, and math (STEM) teaching and learning; (2) ensure diversity, equity, accessibility, and inclusion (DEAI) in K-12 STEM education; (3) advance STEM education for sustainable development (STEM4SD); and (4) translate the research and collections of the Smithsonian into meaningful tools and convenings for K-12 teachers and students. SSEC achieves its goals by: (a) building awareness for science education among school leaders; (b) promoting Leadership and Assistance for Science Education Reform (LASER); (c) supporting the professional growth of K-12 teachers and school leaders; (d) developing exemplary K-12 curriculum materials and digital
resources (including the comprehensive research-based science curriculum programs: Smithsonian Science for the Classroom; Science and Technology Concepts for Middle School; and Smithsonian Science for Global Goals); and (d) engaging in research. At the heart of SSEC’s work is the idea that all youth—regardless of gender, sexual orientation, geography, race, native language, ability, or socio-economic status—should be given the opportunities to learn about the socio-scientific issues that challenge us. The Smithsonian, through the Smithsonian Science Education Center, plays an active role in sparking students’ and teachers’ interest in STEM to ensure scientific literacy and a sustainable planet.

For additional information about the SSEC visit https://ssec.si.edu.

We are currently seeking a Program Assistant. This person will report to the Assistant Division Director of Professional Services and assist the Professional Services Division’s STEM Education for Sustainable Development work with general administrative support including preparing travel documents, assisting with on-site events, and materials development.

DUTIES & RESPONSIBILITIES
• Gathers educational research and resources related to best practices for professional development.
• Develops and prepares briefings on updated and informational resources related to leadership and professional development programming.
• Assist in the development of materials for professional development modules focused on content and practices as well as Strategic Planning Institutes, Building Awareness Conferences, and other Professional Services events.
• Supports the development of event agendas, speaker biographies, lists of participants, maps of facilities, and dinner programs.
• Prepares contracts and Statements of Work for review and higher approval and utilizes the Concur and PeopleSoft systems, Microsoft Word, Excel, and PowerPoint.
• Coordinate pre-event and post-event activities such as: conducting on-site setup of audiovisual equipment, laptops, PowerPoint presentations, and videos.
• Works with regional partners around the world to manage logistics of events including securing venues, catering and providing logistics information to participants.
• Communicates with program faculty and trainers regarding travel arrangements, itineraries, program agendas, etc.
• Maintain a record of Professional Services evaluations and transcripts, process evaluations from Professional Services events, works with faculty, special presenters and trainers to obtain biographical information, update event management listing after each event, and collects all material after each event.
• Prepares routine correspondence such as memos and emails with correct spelling, grammar, format and accuracy of information.
• Provide a variety of administrative support services, such as maintaining and updating budget expenses on spreadsheets, review, reconciliation and filing of travel expenses, travel authorizations, vouchers, and receipts.
• Other duties as assigned.

Supports the day-to-day administration of the Professional Services Division, including:
• Working with SSEC staff to develop proposals for grants and gifts to support the work of the Services Division.
• Gathering and analyzing evaluation data.
• Attending and contributing to meetings on behalf of the SSEC.
• Purchasing products and services as needed to support high quality educational programs.
• The successful candidate will be expected to travel to venues nationwide and internationally and provide on-site assistance at SSEC events with audiences that include leaders in education, district science specialists and classroom teachers.

QUALIFICATION REQUIREMENTS
• A demonstrated passion for science, education, and sustainability.
• Experience working in cross-cultural and international environments.
• Bachelor’s degree preferably in a natural science, sustainability studies, education, or related field preferred but not required.
- Ability to plan and organize work and work with a team, often under the challenges of multiple projects and short deadlines.
- Ability to interact and negotiate diplomatically, effectively, collaboratively, and on a sustained basis with Smithsonian Institution staff members, donors, sponsors, participants and SSEC Advisory Board members.
- Skilled in writing and thorough knowledge of Standard English grammar and usage.
- Knowledge of an additional language is preferred.
- Ability to communicate clearly and succinctly verbally and to effectively translate scientific information into written materials.
- A great sense of humor and passion for educational innovation.

Applicants, who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. Institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application package.

Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery."

**How To Apply:**

| Please forward a resume, cover letter and salary requirements to: | Point of Contact Name: Kate Echevarria  
Email Address: SSEC-HR@si.edu |
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<td>Applications received on or before <strong>June 30, 2023, at 5:00pm (EST)</strong> will be considered. Resumes should include a description of your paid and non-paid work experience that is related to this job; starting and ending dates of job (month and year); and average number of hours worked per week.</td>
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| What To Expect Next:  
Once the vacancy announcement closes, a review of your resume will be compared against the qualification and experience requirements related to this job. After review of applicant resumes is complete, qualified candidates will be referred to the hiring manager. |  |
| Relocation expenses are not paid. |  |

**What are Trust Fund Positions?**

Trust Fund positions are unique to the Smithsonian. They are paid for from a variety of sources, including the Smithsonian endowment, revenue from our business activities, donations, grants and contracts. Trust employees are not part of the civil service, nor does trust fund employment lead to Federal status. The salary ranges for trust positions are generally the same as for federal positions and in many cases trust and federal employees work side by side. Trust employees have their own benefit program and may include Health, Dental & Vision Insurance, Life Insurance, Transit/Commuter Benefits, Accidental Death and Dismemberment Insurance, Annual and Sick Leave, Family Friendly Leave, 403b Retirement Plan, Discounts for Smithsonian Memberships, Museum Stores and Restaurants, Credit Union, Smithsonian Early Enrichment Center (Child Care), Flexible Spending Account (Health & Dependent Care).