

## JOB POSTING

**Position:** Executive Director – Buehler Challenger and Science Center

**Location:** Campus of Bergen Community College, Paramus, New Jersey

**Job Summary:** Fulfillment of the Buehler Challenger and Science Center's mission statement. Responsibility for all aspects of operations, and management of the Buehler Challenger and Science Center including, but not limited to, marketing, staffing, supervision and program development.

### **Minimum Qualifications:**

- Bachelor's degree required, Masters or higher preferred.
- State teaching certification, preferably in either intermediate or secondary science or mathematics.
- At least three years of teaching experience, strongly preferred.

### **Knowledge/Skills/Experience:**

#### **Required**

- Thorough understanding of the state core standards, as they relate to space science.
- Human resource experiences relevant to a science-related educational environment, including supervision and evaluation.
- Ability to work independently, as well as in a team environment.
- Ability to work well with Board of Directors, staff, and student volunteers.
- Management skills, demonstrated ability in planning, organization, task completion and decision-making.
- Budget development and oversight, marketing, and fundraising skills.
- Strong presentation and communication skills.

#### **Strongly Preferred**

- Experience with program and curriculum development.
- Experience in another Challenger Learning Center desirable.

### **Responsibilities:**

- Manage the daily operations of the Buehler Challenger and Science Center.
- Develop and execute the Buehler Challenger and Science Center's strategic plan in cooperation with its operating partners.
- Train staff in new missions and programs.
- Supervise and evaluate both certified and non-certified staff.
- Identify, develop, write and manage grants that support the Buehler Challenger and Science Center's programmatic and financial goals.
- Management of the Center's operating budget.
- Oversee the development of education programs, resources and materials.
- Conduct simulated space missions, workshops and other programs.
- Oversee the development of marketing materials and presentations, including the Buehler Challenger and Science Center's website.
- Act as the primary liaison with the national Challenger Center for Space Science Education.
- Maintain working knowledge of computer equipment used in missions.
- Maintain an open communication with designated Board members.
- Perform other duties as may assigned by the Board of Directors.

### **Compensation:**

- Salary commensurate with qualifications and experience.
- Generous benefits package.

CLOSING DATE JANUARY 14, 2020 - SUBMIT LETTER OF INTEREST, RESUME, CERTIFICATIONS AND TRANSCRIPTS TO BUEHLER CHALLENGER AND SCIENCE CENTER AT: [psilverman@bcsc.org](mailto:psilverman@bcsc.org)