

Explora Job Description

Group: X Studio

Position: X Studio Program Coordinator

Reports to: Director of X Studio

FLSA status: 40 hours per week (full-time, must work on Saturdays), Exempt (Salaried)

Salary range: \$44,000 with 100% employer-paid health insurance premiums and additional benefits

Position Summary:

The X Studio Program Coordinator supports a wide range of X Studio's daily operations, including program scheduling and implementation; teen memberships; program evaluation; attendance and data tracking; and event planning and coordination. The X Studio Program Coordinator works closely with the Director of X Studio and the Makerspace Manager to bring X Studio programs and spaces to life, implement organization-wide learning strategies, achieve budgetary goals, meet outputs, outcomes, and deliverables, and ensure X Studio programs advance Explora's strategic plan and major initiatives. This position also is responsible for X Studio's member and data management systems and provides supervision of teens in the Makerspace during manager-on-duty shifts.

Explora is committed to building a culturally diverse staff that reflects the demographics of New Mexico and strongly encourages applications from candidates of color.

Essential Duties and Responsibilities:

- In coordination with the Director of X Studio, support the development, facilitation, budgeting, tracking, evaluation, and reporting of programmatic initiatives of X Studio.
- Be responsible for and manage the X Studio teen membership platform, including enrollment, communication with members, and tracking member attendance and engagement.
- Ensure attendance and demographic data are tracked at all X Studio programs and organized to meet grant reporting requirements.
- Assist with required program evaluation and track outputs and outcomes per funder requirements.
- Provide support for supervisors and take shifts as a supervisor and/or manager-on-duty during X Studio hours, including scheduling support and real-time coordination.
- Lead planning for major teen events, including organizing a project team, managing a budget, coordinating vendors, and maintaining relationships with project partners.
- Support the Director in managing smaller recurring programs and events, including logistics, supply procurement, and day-of execution.
- Assist with post-event evaluation and reporting, including participant feedback and attendance data.
- Provide excellent customer service both internally and externally; deal appropriately with visitor and program participant comments and concerns.
- Facilitate X Studio programs and experiences.
- Work with Explora's communications team to provide content for X Studio marketing and communication.

- Work independently and as part of a team across all aspects of Explora's workforce experience initiatives.
- Serve as on-site lead when appointed by the Director of X Studio.
- Travel for meetings, training, or other job-related duties.
- Work on committees that cross Explora departments.
- Comply with all operational policies, especially those involving the safety of fellow workers, volunteers, and visitors.
- Maintain a current and valid driver's license to perform work duties.
- Work some evenings and weekends, as the business needs of a teen center dictate.

The duties and responsibilities outlined above do not constitute a comprehensive list but are intended to represent the general nature and level of work performed by an employee in this capacity. Explora reserves the right to augment or delete duties and responsibilities as business dictates.

Minimum Qualifications:

- Experience working with teens or young adults in a supervisory capacity.
- Experience coordinating programs or projects and tracking related data.
- Demonstrated ability to manage and maintain data systems; experience building new data workflows is a plus.
- Ability to take initiative and stay on track with minimal direction.
- Well-developed organizational skills, time management skills, and attention to detail.
- Expressed interest in science, art, and education.
- Good verbal and written communication skills.
- Tech-savvy, with proficiency in Google Workspace; experience with CRM or program databases strongly preferred.
- Bilingual in Spanish is preferred.

Functional Work Characteristics:

- Requires sufficient skills to work in a business environment, including organizing, coordinating, exercising daily decision-making, analyzing, and interpreting.
- Requires effective eye-and-hand coordination and manual dexterity.
- Requires standing and walking approximately 25% of the time, with a regular need to perform physical actions that include sitting, stooping, kneeling, crouching, crawling, reaching, handling materials, pulling, carrying, and pushing.
- May occasionally require lifting of various materials and equipment to a maximum of 50 pounds.

Work Conditions:

- Most essential duties are performed in a museum and office environment with exposure to a variety of business equipment and other pertinent materials normally found in this type of work setting.
- Museum facilities may expose the incumbent to high noise levels, temperature changes, liquid nitrogen, helium gas, electrical exposure, unpredictable ventilation, dust, and physical obstacles.

- Work is normally performed in an area of limited privacy.

Employment Screening and Compliance:

- Position may require a person to be bonded.
- Individual may be required to complete a medical examination and background check.
- Employees must comply with all operational policies, especially those involving the safety of fellow workers, volunteers, and clients/customers.
- Employees must maintain a current and valid driver's license to perform work duties if the position requires activities that require travel by motor vehicle, whether personal or company car.

Employee Acknowledgement:

This job description is intended to convey information essential to understanding the scope of this position, it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position. Explora maintains the right to augment or delete duties and responsibilities as business needs dictate.

I have read and understand the entire contents of this job description, including the work demands and expectations of this position. I understand that my employment at Explora is employment "at-will" and may be concluded at the convenience of Explora Science Center and Children's Museum of Albuquerque. I am aware of my right to notify my employer of any reasonable accommodation that may be necessary to perform this work. I further believe to the best of my knowledge that I am able to perform these duties and responsibilities. If I determine that an accommodation may be necessary at a later date, I shall notify my employer. I understand that my employer maintains certain rights as well under the Americans with Disabilities Act (ADA).

Employee signature

Date signed

Director signature

Date signed

EXPLORA SCIENCE CENTER & CHILDREN'S MUSEUM IS AN EQUAL OPPORTUNITY EMPLOYER