



1611 San Pablo Ave. Suite 10 B
Berkeley CA, 94702

(510) 527-5212 | CRS Tax ID: #94-3262587
teach@crscience.org | www.crscience.org

Job Description: Program Assistant, Be a Scientist (part time, up to 20 hours per week)

Organization: Community Resources for Science (CRS) is a nonprofit organization based in Berkeley that helps teachers and scientists work together to bring science learning to life for elementary and middle school students in the Bay Area. We provide information, support, and training for K-8 teachers, and engage hundreds of scientists and engineers from academia and industry in volunteer outreach leading science lessons in schools.

Job Summary: The Be a Scientist Program Assistant provides support for the Program Managers, including on-site program support and materials management for our middle school in-class mentoring program in Berkeley middle schools. The role is under direction of CRS program managers.

Responsibilities and Duties Include (but are not limited to):

- Provide administrative and logistical support with ordering, organizing, and managing materials and supplies.
- Support data entry regarding program volunteers, scheduling, and assessment
- On-site support at Berkeley middle schools on program in-class days (generally Thursday/Friday, and for program materials management on specific dates in Fall and Spring
- Support for science education outreach events including preparing materials for outreach efforts and events, event staffing
- Assisting with general research, evaluation, outreach, and events as needed and assigned
- Program and project support as appropriate and assigned

Required skills:

- College degree, science or education related preferred
- Demonstrated interest or experience in science education
- Highly organized
- Proficient with Microsoft Office (Word, Excel)
- Knowledge of, or interest and ability to learn Salesforce (database)
- Self-starter, ability to work independently and to work collaboratively
- Strong communication skills
- Ability to lift 30 pounds, move up and down stairs
- Access to car (occasional) preferred

Terms:

This is a part-time, permanent position with flexible hours, with the expectation of up to 20 hours per week at a starting rate of \$20-24 per hour, DOE. Open until filled.

Verification of covid vaccination required; successful completion of fingerprint clearance required.

To apply:

Send resume and cover letter to community@crscience.org. **No phone calls please.**