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POSITION ANNOUNCEMENT

NATIVE AMERICAN ASTRONOMY OUTREACH PROGRAM MANAGER

Lowell Observatory seeks a Manager to run our Native American Astronomy Outreach Program. Founded in 1894, Lowell Observatory is an independent, non-profit research institution that helps people—from professional astronomers to the general public—discover the universe in order to foster a scientifically engaged society. We believe that discovery is at the heart of a better society, and that our colleagues are at their best when they are truly themselves.

NAAOP PROGRAM OVERVIEW

The Lowell Native American Astronomy Outreach Program pairs astronomers and educators with 4th-8th grade teachers at schools on the Navajo, Hopi, and other nearby Native Nations. The goals of the program are 1) to use astronomy to help teachers get Native children excited about science, and 2) to help teachers of Native students learn about astronomy and interactive astronomy activities that they can incorporate into their classroom curriculums. Astronomers and Educators partner with a teacher, make multiple visits to their classroom to do hands-on astronomy activities or carry out our specially-created curriculum units. We hold star parties at the schools, host class field trips to Lowell, and bring traditional astronomical knowledge to the classroom through our tribal collaborators or NAAOP expertise. At the beginning of the school year, we hold training days for the teachers and their Lowell partners. The in-class curriculum is extended in summer camps for rising 6th, 7th, and, starting in 2022, 8th grade students. This is a full-time salaried position and reports to Deputy Director for Education.

RESPONSIBILITIES

The Manager is responsible for directing and managing the NAAOP program. They will provide on-going and long-range ideas and direction consistent with the goals of the program. They will oversee a small group of full-time team members and involve other Lowell STEM professionals. The Manager is expected to recruit teachers and astronomers for partnerships, take on a partnership of their own, navigate issues that arise during the school year, and organize and arrange logistics of the Fall training workshops. The Manager will interface with the program's external evaluator and ensure that assessment of the program is routinely carried out and suggestions for improvement are thoughtfully implemented. They will also interface with various external cultural consultants in order to facilitate appropriate cultural connections for students.

The Manager is also required to put together an annual budget, watch expenditures during the year, and furnish annual financial projections to the Business Office. An important role of the Manager is in fund raising. This includes working with the Development group, writing proposals, preparing reports to donors, writing thank you notes or letters to donors, and talking with donors that visit in person. Related to this, the Manager needs to put together an annual report on the activities of the program.

Except during the recent pandemic, the NAAOP summer camps are residential and week-long (Sunday to Saturday). We hire teachers, camp counselors, and dorm monitors to help, but NAAOP is responsible for up to 26 students per camp, 24 hours per day. An NAAOP Educator is in charge of each camp, and there are several days of training for everyone else beforehand. The Manager will be responsible for advertising and recruiting students; sending welcome letters and collecting necessary paperwork; arranging the logistics of reserving Lowell space, dorm rental, food, and field trips; hiring teachers, camp counselors, and dorm monitors; registration and student drop off and pick up; ensuring the safety of campers; overseeing the academic content of camps; and guiding the Educators preparations.

In addition, the Manager must check and approve employee hours, conduct annual employee evaluations, hold periodic team meetings, ensure that team members have the resources they need to do their jobs, and ensure that all of the commitments of the program are met. The Manager may also be responsible for organization and logistics of special events, such as large teacher workshops.

QUALIFICATIONS AND EXPECTATIONS

The Manager must be able to lead, inspire, motivate, and bring out the best of their team members. As the interface of the program with teachers, administrators, tribal members, and donors, the Manager must be personable, articulate, and present a professional image. Enthusiasm for the program and a sense of fun in learning are essential.

It is also necessary to enjoy working with kids and be able to make astronomy lessons age-appropriate, have a respect for Native cultures, be patient in communicating with others, and be reliable in follow through. The Manager must also be able to drive, carry a valid driver's license, and expect to drive 1-6 hours to reach a school. Occasional evening hours will be required. The Manager must also pass a background check.

EXPERIENCE AND EDUCATION

Astronomy background is required. Knowledge of Navajo, Hopi, or other Northern Arizona Indigenous cultures is required. College level background in Physics, Astronomy, or related field is preferred. Teaching experience in grades 4-8 and Indigenous language proficiency helpful.

WORKING CONDITIONS

- **Travel:** Frequent travel required. Ability to drive an automobile or van with a valid driver's license required. Driving a vehicle in inclement weather on unpaved roads.
- **Conditions:** Working at a computer for extended periods. Frequent movement throughout campus, often over uneven terrain and in inclement weather. Must be available to work nights and weekends when needed.
- **Duties:** Speaking and listening, both in person and via telephone or video conferencing. Ability to lift files, office equipment and telescope equipment weighing up to 35 pounds.

Status:	Full-time, Regular 40 hrs/week.
Hours:	Flexible
Compensation:	\$55,000
Benefit Eligible:	Yes*
FLSA Classification:	Salary, Exempt
Location:	Flagstaff and Navajo, Hopi, or other nearby Native Nations

Funding for this program is generally provided by donors, private foundations and occasionally Federal grants. Therefore, this position depends on continued funding.

*Benefits Overview: In addition to 11 scheduled paid holidays, Lowell Observatory offers a Flexible Paid Time Off policy for all full-time, benefit eligible employees which allows you to determine how much time you need to rest and enjoy yourself outside of work. The cost of premiums for medical, life & long term disability insurances for benefit eligible employees is 100% paid by the company, and includes a contribution to either an H.S.A or HRA account for first dollar medical expenses. Up to a 5% match on retirement contributions after 6 months of employment and funds in lifestyle spending account provided by the observatory.

To Apply:

Please send the following documents to humanresources@lowell.edu

- Lowell Standard Application (www.lowell.edu/careers)
- Letter of interest addressing your qualifications
- Resume
- Phone numbers and e-mail addresses of three references

Deadline for Applications is Sunday August 8th 2021 at Midnight.

Employment is subject to passing a background check

Lowell Observatory is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. Lowell Observatory has always been, and always will be, committed to diversity and inclusion. We seek individuals from all backgrounds to join our teams, and we encourage our employees to bring their authentic, original, and best selves to work.

Lowell Observatory sits at the base of mountains sacred to tribes throughout the region. We honor their past, present, and future generations, who have lived here for millennia and will forever call this place home.

Lowell Observatory is committed to providing access, and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. Our non-smoking campus is at an elevation of 7,200ft/2200m, and the LDT is 40 miles south of Flagstaff at an elevation of 7,800 ft/2370m. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources office for assistance.

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