



## **Program Coordinator**

NOAA/ NESDIS, Silver Spring, MD

I.M. Systems Group, Inc. (IMSG) [www.imsig.com](http://www.imsig.com), is looking for qualified a **Program Coordinator** candidate (with science and engineering background) to join our Environmental Visualization Team supporting NOAA/NESDIS in Silver Spring, Maryland.

### **Position Description**

The Office of Education in the National Oceanic and Atmospheric Administration (NOAA) manages a high-visibility science and education exhibit of Science On a Sphere® at the agency headquarters. This exhibit serves the science, professional development, education, communications, and outreach needs of the local Washington metropolitan NOAA community. It is also used as a testbed for innovation in content and presentation development for Science On a Sphere® and can serve as a portal for NOAA science content to science centers and museums across the world. IMSG seeks a Program Coordinator to provide programmatic, technical, and administrative support to the Science On a Sphere® program at the agency headquarters in Silver Spring, Md. Under general supervision, the selected candidate will be responsible for managing all logistical aspects of exhibit operations. This includes, but is not necessarily limited to:

- Staffing, maintaining, and operating the exhibit.
- Operating and maintaining the Science On a Sphere® system and other exhibit technologies.
- Scheduling and maintaining a calendar of events.
- Coordinating exhibit events.
- Serving as a presenter/docent using Science On a Sphere®.
- Facilitating the development of programs. Creating new playlists and scripts. Curating Science On a Sphere® content.
- Developing and maintaining relationships with other NOAA offices, including liaising with Science On a Sphere® representatives from across NOAA, through written and oral communications.
- Liaise with NOAA IT engineers to maintain proper network functioning.

The Coordinator will promote exhibit activities and services through various forms of media to existing internal and external audiences. S/he will participate as an active member of the Science On a Sphere® Users Collaborative Network and assist the Network management team as needed. S/he will perform other duties as assigned.

### **Required Skills**

Excellent oral and written communication skills, excellent human relation skills, exceptional organizational skills, and careful attention to detail. Must have 2+ years of experience with the following skills:

- Working independently on assigned tasks and collaboratively with a variety of groups.
- Using technology and/or data visualizations to communicate scientific information.
- Operating and maintaining a multi-component technical system.
- Working with different computer operating systems. Familiarity with Unix and Linux command line is a plus.
- Using Microsoft Office applications (Word, Excel, and PowerPoint), email, and web browsers.
- Understanding of Earth systems sciences.

## **Preferred knowledge, skills, and experience**

- Broad digital AV and webcasting experience.
- IT/network experience.
- Experience maintaining website content.
- Experience with NOAA's Science On a Sphere®.
- Configuring multi-media systems.
- Experience in a museum or other public programming/informal education environment.
- Communications, teaching, or public affairs experience.

## **Qualifications:**

- BS/BA in meteorological, marine, coastal, environmental, or Earth science, science education, computer science, communications technology, or related field.
- An MS in one of these fields may be substituted for up to 2 years of required related experience.

Location: Silver Spring, MD

Schedule: Full-time (40hr/week). Typically during core business hours (9AM-3PM weekdays).

Must be able to pass a background investigation to obtain a security badge to enter federal government facilities.

## **To Apply:**

IMSG offers an outstanding benefits package including medical benefits and paid time off. Interested applicants: Please submit your resume, the contact information for three (3) references, and a cover letter explaining how your qualifications meet the requirements of the position to: **jobs@img.com**, cc: Mr. Dan Pisut ([pisutd@img.com](mailto:pisutd@img.com)) with the subject **NOA1417 SOS Program Coordinator – SCITECH**. Please also indicate your timeline of availability and preferred salary level for consideration. Salary commensurate with qualifications and experience.

*IMSG is an Equal Opportunity Employer and Veteran friendly.*