



Hands-On Science Center Administrative Assistant

The Hands-On Science Center is seeking a dependable, motivated Administrative Assistant to support daily operations, educational programming, and guest engagement. This role requires strong interpersonal skills, attention to detail, and the ability to represent the Science Center in a professional and welcoming manner.

Key Responsibilities

- Serve as the primary point of contact for guests, operating the front desk and point-of-sale system
- Provide excellent customer service to visitors of all ages
- Promote and sell admissions, programs, camps, birthday parties, and special events
- Assist with fundraising efforts, including soliciting donations and auction items when appropriate
- Support educational programs and events, including Summer Camps, as needed
- Maintain organized workspaces and assist with general facility upkeep, including exhibits, classrooms, bathrooms, and office areas
- Utilize basic computer programs and Google Drive for daily operations and communication
- Assist with social media and digital communication efforts, as applicable

Qualifications

- Strong communication skills with adults and children
- Comfortable working both independently and as part of a team
- Organized, reliable, and self-motivated
- Available to work weekends
- Must be 21 years of age or older
- Ability to pass a background check
- Social media management experience is a plus

- High School Diploma, GED, or equivalent work experience

Position Details

- Part-time position, 20–25 hours per week
- 90-day introductory period, with the opportunity for continued employment

Compensation

Starting pay is based on experience and qualifications, with a compensation review at the end of the 90-day introductory period.

About the Hands-On Science Center

The mission of the Hands-On Science Center is to provide a regional learning center to stimulate an interest in, understanding and appreciation of STEM education, particularly among children in their formative years, their parents and their teachers.

If you are interested in Applying please send your Resume and a brief statement of why you would be a good fit for this position to:

******Exec@hosctn.org******