Job Req. #18-18 - Project Assistant

The Education Research Collaborative (ERC) at TERC, a non-profit education research and development organization focused on improving science and mathematics education, is currently recruiting for a Project Assistant to join our dedicated, energetic and committed project team.

TERC places a high priority on fostering a unique staff that is diverse, inclusive, and collaborative to reflect the diverse communities we serve. We encourage people from all backgrounds to apply.

The successful candidate will support the work of the Investigations Center for Curriculum and Professional Development. The Investigations Center for Curriculum and Professional Development is dedicated to advancing the teaching and learning of mathematics for all students and teachers. Home to the elementary mathematics curriculum, Investigations in Number, Data, and Space, the Center offers resources for the range of users. We have over 20 years of experience developing and providing professional development for teachers, coaches, and administrators, and offering ongoing implementation support for schools and districts. This is an on-site, full-time position.

Responsibilities:

General Office Tasks: Develop and manage systems for electronic files and record keeping, data collection, document sharing and storage; provide scanning, photocopying, printing services; oversee project schedule; manage email and phone inquiries.

Document Production: Create presentation and marketing handouts and materials including posters, power points, video clips and digital communications.

Social Media: Create and maintain project web pages and social media accounts.

Video: Import, compress, organize and archive classroom video; create video clips with subtitles; assist with shooting classroom video.

Financial: Prepare/track contracts and invoices; purchase materials and equipment; process reimbursements; prepare PO's, interface w/ vendors; manage stipends for consultants, subcontracts, field test teachers.

Meeting and Workshop Planning: Manage logistics for meetings and workshops of varying size, including preparation of materials/supplies, scheduling and site management, catering, technical needs, and presenter support.

The successful candidate will be expected to manage multiple tasks, work independently, prioritize effectively and efficiently, learn new skills and adapt to project needs, and work well on a team. Excellent written and oral communication skills are needed. Organizational skills and attention to detail are essential; Mac computer skills and fluency with MS Office 365 are required. Knowledge of Constant Contact, WordPress and basic video equipment and editing preferred.

Requirements: High school degree with additional training including an AA degree, or equivalent; BA/BS preferred; 4 or more years of experience in an office support role. Salary Range 47,200-$60,000

Please submit a resume and cover letter by email to Inv2018PA3Job@terc.edu. No phone calls and no recruiters please.