



Position: Fair Administrator
Organization: Santa Clara Valley Science and Engineering Fair Association

Immediate Supervisor: Dr. Karen Gundy-Burlett, President
Salary: Commensurate with qualifications and experience.
Posting Date: January 10, 2019
Closing Date: Until filled
Starting Date: The position is available immediately with the exact date and term of appointment negotiable.

About the Organization

SCVSEFA, a nonprofit corporation, has organized the Santa Clara County based science fair competition for students of grades 6-12 of Santa Clara County (CA) since 1960. The Synopsys Championship fair is one of the largest, most competitive regional science fairs in the country and is led by an all-volunteer Board of Directors. The Winners go on to the California Science and Engineering Fair (CSEF), Intel International Science and Engineering Fair (ISEF) (9th-12th grades), Broadcom MASTERS (6th-8th grades), and many other competitions. The Board of Directors is seeking an experienced, hardworking, team player as a part-time contractor (job-shared position) to provide logistics and administrative support of our competition, the Synopsys Science and Technology Championship, also known as the Synopsys Championship.

science-fair.org

Qualifications:

- A strong work ethic with the ability to work independently.
- Able to work from home and host a large file of active applications between October-March.
- Able to provide own transportation to events (Santa Clara County).
- Able to move materials and supplies between storage locker and events.
- Prior administrative experience.
- Excellent written and oral communications skills.
- Strong organizational skills, with an attention to detail, accuracy, and completeness.
- Able to communicate and work effectively with board members, volunteers, teachers, and parents.
- Able to tolerate a variable workload with a much higher workload in Oct-April than in May-Sept.
- Able to stand for long periods of time and lift 25 lbs.

Skills required:

- Computer literate—knowledgeable on Word, Excel, Google Drive, email including MailMerge, Microsoft Office, Adobe Acrobat, database entry, and database inquiries. Website updating and using variety of social media to communicate with different constituents.
- Demonstrated ability to plan and organize logistics for a complex two- day event involving approximately 1600 people.

Duties include, but are not limited to:

- Manage logistics for our events, including the science fair competition, awards ceremonies, and other pre and post fair events.
- Procure and manage the inventory of supplies for the events. Create and manage printing and posting of signage, graphics, and handouts needed for the events.
- Set up and manage parking arrangements for the fair.

- Coordinate travel arrangements for our winners to CSEF and ISEF, including arranging air transport, bus transport, hotel, and project transportation. Coordinate arrangements with chaperones and parents of winners. Work with people to get necessary reimbursements and travel documents.
- Work with the Scientific Review Committee (SRC) to process student applications and track progress. Pick up applications, process and record receipt of them, review for appropriate signatures, manage/update database as needed, deliver applications to SRC committee. Manage approved applications and prepare them for the fair.
- Work with other committees of the Board of Directors as needed, including managing print jobs and sending out emails using mail merge.
- Perform other clerical tasks as needed (pick up mail, send out meeting announcements, etc).
- Write and maintain standard operating procedures (SOPs) for various tasks and committees.
- Maintain archive file of newsletters, photos and documents.
- Keep website and media communication channels current. Prepare annual summary of fair statistics.
- Attend monthly SCVSEFA Board meeting as well as organizational functions either in-person or remotely.
- Make recommendations to the Board of Directors for process changes to improve the fair.

Preferred:

- Experience managing a science fair competition or other large youth academic competition.
- Bachelor's degree.

Application Procedure:

Please submit a letter of interest and a resume to job@science-fair.org.

The Santa Clara Valley Science and Engineering Fair Association (SCVSEFA) is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, age, national origin or disability.