

ASSISTANT OUTREACH COORDINATOR (AOC)
OF
THE INTERNATIONAL ASTRONOMICAL UNION (IAU),
OFFICE FOR ASTRONOMY OUTREACH (OAO)

The International Astronomical Union (IAU) Office for Astronomy Outreach (OAO) is a hub for coordinating astronomy public outreach activities around the world. The aim is to make it easier for the public to access information about our Universe and local and global astronomy events, while building networks to support and disseminate information to the amateur astronomy and public outreach communities. The IAU OAO is located at the National Astronomical Observatory of Japan (NAOJ), Mitaka Campus, Tokyo, Japan.

The IAU and NAOJ now seek an excellent individual to join the IAU OAO, to provide support to the IAU OAO activities, meeting the following requirements:

- Experience in writing and editing publications with several contributors.
- Knowledge of social networking: content production and social media management.
- Excellent team work and interpersonal skills while working in multi-cultural teams.
- Fluent in written and spoken English.
- Good computer skills (knowledge of design tools will be advantageous);
- Experience in working with the astronomical and/or outreach/education communities;
- Skills in written, visual and verbal communication.
- Demonstrable good time management.

Experience in working knowledge of Japanese will be advantageous.

The Assistant Outreach Coordinator (AOC) will be appointed according to the normal conditions of service of the NAOJ employees and will report formally to the Director-General of the NAOJ. This is a contract position for three years, including possibility of renewal under the standard employment procedures of NAOJ, renewable for an additional two years subject to performance.

Interested candidates should send a cover letter and full CV, including the contact details of at least three (3) references, by email to the IAU OAO International Outreach Coordinator (IOC), Lina Canas (lina.canas@nao.ac.jp). Selection process will begin after May 15, 2019.

For further information about this position please see the job description.

<https://www.iau.org/static/archives/announcements/pdf/ann19012a.pdf>

More Information

The IAU is the international astronomical organisation that brings together more than 13 500 professional astronomers from almost 100 countries worldwide. Its mission is to

promote and safeguard astronomy in all its aspects, including research, communication, education and development, through international cooperation. The IAU also serves as the internationally recognised authority for assigning designations to celestial bodies and the surface features on them. Founded in 1919, the IAU is the world's largest professional body for astronomers.

Links

Job description (PDF 145KB):

<https://www.iau.org/static/archives/announcements/pdf/ann19012a.pdf>

IAU Office for Astronomy outreach: <https://www.iau.org/public/>

IAU Vacancy: <https://www.iau.org/news/announcements/detail/ann19012/>

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