



**International Astronomical Union
Union Astronomique Internationale**

Vacancy Announcement

MEMBERSHIP COORDINATOR

1. Overview

The International Astronomical Union (IAU) is the worldwide organization of professional astronomers, with 13000 members from 85 countries. Its mission is to promote and safeguard astronomy in all its aspects (including research, communication, education and development) through international cooperation.

The IAU seeks a full-time Membership Coordinator to be part of a two-person team together with the Head of Administration (HoA) in the Secretariat at IAU Headquarters in Paris, working autonomously on most tasks and under the supervision of the HoA on others. The position is full-time, 5 days/week.

2. Responsibilities and Duties

The IAU Membership Coordinator responsibilities and duties include:

- To act as the primary point of contact for the IAU membership through the e-mail address iauinfos@iap.fr, responding to and distributing communications as appropriate.
- To maintain and update the general members' database including the National, Individual, and Junior Members and their positions of responsibility within the IAU.
- To act as the reference contact for the IAU Divisions, Commissions and Working Groups, and to maintain and update their memberships.
- To interface with the European Southern Observatory (ESO, where the IAU databases are stored) regarding data and the development of forms, including for activities such as proposals to the IAU and grant allocations.
- To coordinate the submission of articles resulting from the IAU's regular program of scientific meetings, through their stage of editing on the platform of the external publisher
- To organize the triennial elections of the Officers and Executive Committee and various IAU Committees, Divisions, Working Groups, Commissions
- To organize votes on Resolutions and other matters at the triennial General Assemblies (GAs)
- To send e-mailings of announcements to the membership from the Officers and Division Presidents, as requested
- To support the HoA in managing the IAU Secretariat according to her instructions, including for
 - Preparation during the weeks preceding annual Officers Meetings and Executive Committee Meetings
 - Preparation in months preceding the triennial General Assembly
 - supporting the logistics of the Office for Young Astronomers activities (ISYA: International Schools for Young Astronomers)

This support will include travel to the annual meeting of the Executive Committee and triennial General Assemblies.

The workload will be approximately 75% time on membership and communications, and 25% on preparations for Meetings and the General Assembly and other general Secretariat matters.

3. Qualifications

The successful applicant will have:

- Experience in working and communicating with diverse communities;
- College-level degree or equivalent;
- Excellent computer skills, including knowledge of web managing tools, DataBase Management System, social media platforms, design tools (e.g., Microsoft Office, Microsoft 365, Google Workspace, Photoshop, InDesign, Hootsuite, Mailchimp), and willingness to learn new ones;
- Experience in communications (including social media management and digital content production);
- Fluency in written and spoken English and good knowledge of French;
- Good time management;
- Flexibility

4. Employment

- Salary will be competitive and negotiable, taking into account the successful candidate's qualifications and experience.
- The appointment of the position will start July 1 or as mutually agreed on, with an initial probationary period of 6 months, renewable once.
- The position will become permanent after the second probationary period, by mutual agreement between the Membership Coordinator and the IAU General Secretary (GS).

5. Supervision

The position will be supervised on a weekly basis by the HoA, and for autonomous work and long-term planning by the GS.

6. Location

The position will be located at the IAU Headquarters,
IAU–UAI Secretariat
98-bis Blvd Arago
F–75014 Paris, France

The IAU is located on the 2nd floor, offices n°270, 271 and 283. An access map in PDF format can be [downloaded here](#).

7. Applying

Applications with full CV and names of two references should be sent to the IAU General Secretary at iau-general.secretary@iap.fr as well as the Head of Administration at dantonio@iap.fr by **5 May 2023**.

Further information may be obtained by writing to the IAU General Secretary at iau-general.secretary@iap.fr and Head of Administration at dantonio@iap.fr.

Videoconference interviews for short-listed candidates will be arranged in the second half of May or early June.