



ASSISTANT OUTREACH COORDINATOR
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, and was established following the success of the International Year of Astronomy 2009. 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, meeting the following requirements, to join the OAO supporting the IAU International Outreach Coordinator (IOC) to carry out OAO mission:

- An honors degree or equivalent.
- With enthusiasm in Astronomy Outreach and basic knowledge of Astronomy.
- Fluent in written and spoken English.
- Excellent communication (both written and verbal) and presentation skills.
- Experiences in writing and editing articles.
- Good computer skills and knowledge of social networking.
- Track record in outreach activities.
- Self-motivated and the ability to work independently.
- Ability to work under pressure to meet tight deadlines.

Experience in project management and working knowledge of Japanese will be advantageous.

The IAU Assistant Outreach Coordinator will be appointed according to the normal conditions of service of the NAOJ employees and will report formally to the IAU-IOC and Director-General of the NAOJ. This is a contract position for three years, with the possibility of renewal subject to performance. Interested candidates should send a cover letter, examples of previous work and full CV, including the contact details of at least 3 references, by email to the IAU IOC, Sze-leung Cheung (outreach@iau.org). Selection process will begin after October 15, 2014.

For further information please visit the IAU website at www.iau.org/public; the NAOJ website at www.nao.ac.jp/en/. The NAOJ is actively committed to equal opportunity in employment.

IAU Office for Astronomy Outreach is funded by:





Job Description of IAU Assistant Outreach Coordinator

1. Overview

The IAU Assistant Outreach Coordinator fills a fulltime position. He/she supports the IAU International Outreach Coordinator (IOC) to run the IAU Office for Astronomy Outreach (OAO), which is hosted by the National Astronomical Observatory of Japan (NAOJ), Mitaka Campus, Tokyo, Japan. The OAO is a global hub for coordinating IAU's public outreach activities around the world. It is funded by the IAU and the NAOJ, with a strong participation from several Asian countries (for the moment): Japan, China Nanjing¹, China Taipei², South Korea, Thailand, and India. The OAO will act as the central global "communication point", as a facilitator for best practices, providing guidance and delivering regular information about ongoing public outreach and related activities in astronomy and astronomy communication. The OAO will also support the international activities of NAOJ Public Outreach Office.

2. Supervision

The position will be supervised by the International Outreach Coordinator (IOC), additional support will be provided by the NAOJ Public Outreach Office.

3. Term

The term of the IAU Assistant Outreach Coordinator position is three years, including an initial probationary period of 3 months, and possibility of renewal, under the standard employment procedures of NAOJ.

4. Responsibilities and Duties

The responsibilities and duties of the successful candidate will include:

- (1) Act as the staff writer for OAO
- (2) Assisting IOC on communications with different stakeholders
- (3) Working with IOC to develop materials for OAO newsletter, iau.org
- (4) Editing OAO publications
- (5) Updating the IAU Social Media accounts
- (6) Engaging the public through social media
- (7) Maintaining the database of global outreach contacts and astronomy clubs
- (8) Maintaining the daily operation of the office when IOC is on business trip
- (9) Projects follow-up with vendors and stakeholders
- (10) Working with the IAU Secretariat on answering Public requests and other IAU initiatives

(11) Supporting IOC to develop outreach promotional materials

(12) Other NAOJ initiatives

5. Employment Condition

The expected annual salary of the position would be about 4.5 - 5.2million Japanese Yen, depending on the appointee's experiences. Additional allowances like overtime allowance, commutation allowance, and travel allowance will be provided.

6. Location

The position will be placed at the OAO, within the NAOJ Public Outreach Office, 2-21-1 Osawa, Mitaka, Tokyo, Japan.