



Job Description of IAU OAO

International Outreach Coordinator

1. Overview

The IAU OAO International Outreach Coordinator (IOC) fills a fulltime position. He/She will provide support to the IAU OAO activities, hosted by the National Astronomical Observatory of Japan (NAOJ), located at the Mitaka Campus, Tokyo, Japan. The IAU OAO is funded by the IAU and the NAOJ and is a global hub for coordinating IAU's public outreach activities around the world. The IAU OAO acts as the central global "communication point", as a facilitator for best practices, providing guidance and delivering regular information about astronomy and astronomy communication ongoing public outreach and related activities. The IAU OAO also supports the international activities of NAOJ Public Relations Center.

2. Supervision

The position will be supervised by the Supervising Director of OAO based in the NAOJ Public Relations Center.

3. Term

The term of the IAU International Outreach Coordinator (IOC) position is three years, including an initial probationary period of 6 months, and renewable for an additional 2 years upon recommendation by the Supervising Director of OAO, under the standard employment procedures of NAOJ.

4. Responsibilities and Duties

The successful IOC candidate will play a unique role in the following activities:

- (1) To coordinate and support worldwide efforts to enhance public knowledge, appreciation and education of astronomy and related sciences.
- (2) To promote public awareness of the IAU activities and coordinate and manage the IAU international outreach campaigns.
- (3) To maintain and coordinate the IAU network of National Outreach Coordinators (NOC), who are responsible for the implementation of the proposed IAU outreach initiatives at national level and for maintaining the relationship with the national communities of amateur astronomers.
- (4) To manage the Communicating Astronomy with the Public (CAP) Journal.

In addition, the successful IOC candidate is expected to perform NAOJ's international relations works assigned by the Supervising Director of the OAO.

5. Employment Condition

The job title at NAOJ will be "Specially Appointed Senior Specialist" (fulltime position, 5days/ week).

The IOC will receive an annual salary commensurate with experience and qualifications, comparable to the pay scale of an assistant professor at a Japanese national university. Additional allowances like overtime allowance, commutation allowance, and travel allowance will be provided.

6. Location

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