



# *IAU Office for Astronomy Outreach*

## ***International Outreach Officer***

### *Job Description*

## 1. Overview

The International Astronomical Union (IAU) Office for Astronomy Outreach (OAO) International Outreach Officer (IOO) fills a full-time position (Project Researcher) in Tokyo, Japan. The IOO will support the IAU OAO activities hosted by the National Astronomical Observatory of Japan (NAOJ), located at the Mitaka Campus in Tokyo, Japan.

The IAU OAO is funded by the IAU and the NAOJ and is a global hub for coordinating the IAU's public outreach activities in astronomy and astrophysics worldwide. The IAU OAO acts as the central global “communication point” and facilitator for best practices, providing guidance and delivering regular information about astronomy and astronomy communication, as well as ongoing public outreach and related activities. The IAU OAO also supports the international activities of the NAOJ Public Relations Center.

All international staff at NAOJ receive substantial assistance from the NAOJ Support Desk with initial accommodations upon reaching Japan, locating an apartment, settling into life in Japan, and more.

## 2. Supervision

The position will be primarily supervised on a day-to-day basis by the IAU OAO Director, with occasional oversight from the Deputy Director. Strategic oversight for the OAO is provided by an IAU-NAOJ Steering Committee.

## 3. Term

The term of the IOO position is three years, including an initial six-month probationary period. It is renewable for an additional two years upon recommendation by the IAU OAO Director under the standard employment procedures of the NAOJ.

## 4. Responsibilities and Duties

The IOO will engage in the following activities:

- Programme management of the OAO Global Outreach Projects and its Special Projects
- Support IAU projects related to the OAO (e.g., the Working Group on Professional-Amateur Relations, IAU conferences, etc.)
- Support for OAO Communications (e.g., coordination and communication with the other IAU Offices, OAO social media, etc.)
- Design of materials for the Office (e.g., design and layout for the Communicating Astronomy with the Public (CAP) Journal, official documents from OAO, etc.)
- Support for NAOJ-related projects or tasks
- Editorial support for the CAP journal as needed

Candidates must meet the following requirements:

- Earned an honours degree or equivalent in astronomy or a closely related field (including science communication or education)
- Experience in programme management, particularly in international projects
- Experience in astronomy or science communication
- Excellent time management skills
- Experience working in multicultural teams
- Good computer skills (including use of Word, Excel, Powerpoint, Microsoft 365, and Google Workspace), knowledge of design tools (such as Photoshop, Indesign, Illustrator, or similar)
- Fluency in written and spoken English
- Willingness for regional and intercontinental travel

The following are preferred but not required:

- Experience or working knowledge of a language other than English (Japanese preferred)
- Experience with the editorial process of a professional journal
- Skills in written, visual and verbal communication
- Experience in research on science communication

## 5. Working Hours

- Working days are five days a week (Monday through Friday) with Saturday and Sunday, national holidays, year-end and new year holidays (from 29 December through 3 January of the next year) off.
- The Discretionary Labor System for Professional Work shall be applied. (Standard work hours: 38.75 hrs/week, from 8:30 to 17:15 with an hour break).

## 6. Compensation

- The expected annual salary of this position is about 4.5-5.2 million Japanese Yen, depending on the appointee's experience and educational background. Salary will be reviewed every fiscal year according to the results of performance reviews.
- NAOJ employees are given a commuting allowance (up to 55,000 yen/month) pursuant to the internal rules and regulations of the National Institute of Natural Sciences.
- As an NAOJ employee, you will be provided with health insurance, pension insurance, unemployment insurance, and industrial accident insurance.
- Paid days off include 20 days of annual leave, with additional special paid days of leave.
- There is a daycare center on NAOJ campus available to staff with children (from 57 days after birth). Note that availability depends on the situation and that the childcare staff do not provide English support.
- Eligible employees will be provided with a relocation travel package to NAOJ, subject to the travel regulations of NINS (details must be arranged with the administration office).

## 7. Location

The position will be located at the IAU OAO, within the NAOJ Public Relations Center, 2-21-1 Osawa, Mitaka, Tokyo, Japan. In principle, employees work at the Mitaka Campus, but some work at home is permitted under limited conditions. Smoking is prohibited on the premises, excluding designated outdoor smoking areas.