



## **Project Coordinator - Publications**

0.2 FTE

Pro-Rata of \$65,000 pa + Superannuation

### **About the Federation**

The Australian Science Teachers Association (ASTA) is a federation of the Science Teachers Associations from all eight Australian States and Territories.

We believe that by supporting science teachers, we inspire a new generation of scientists and researchers who can advance scientific research and solve problems that will lead us to a better tomorrow.

Our mission is to harness the collective strength of our state science teachers associations and their membership in advocating for science educators nationally.

We work to achieve this mission through advocacy; delivery of national professional development opportunities; national outreach programs, resources, and services of benefit to teachers and students; including the establishment of networks and partnerships across a broad audience.

### **About the position**

This position will play a crucial role in delivering the Association's commitment towards supporting the Federation and science teachers nationally through coordinating the effective delivery of the peer reviewed quarterly Teaching Science Journal and other publications developed and distributed by the Association.

It is well suited to someone with a passion for science education and a desire to contribute to the field who has experience in project coordination. Experience in publishing or editorial work and familiarity with the academic publishing process is a plus.

The successful applicant will ensure the smooth delivery of the quarterly journal and will support the Project Manager in ensuring its ongoing growth and sustainability.

This role connects the successful applicant with an editorial team, a nationwide community of science educators and stakeholders from government, industry and academia and provides a platform to extend our reach and deepen our impact.

The successful applicant will have a relevant degree or equivalent experience, and strong organisational and communication skills plus a proven record of delivering quality projects on time.

We'd love to hear from you if you care about supporting science educators to bring science alive for students.

This position reports to and works closely with the Projects Manager

### **You will be required to**

*Coordinate the Teaching Science Journal and respond to its development needs*

- Coordinate the delivery of the Teaching Science Journal, including
  - Overseeing the content and publication schedule of the journal
  - Liaising with the Editor and assist in coordinating the editorial team
  - Coordinate non academic journal content
  - Journal design and layout
  - Copy editing proof
  - Manage subscriptions
  - Distribution inc. online platforms and bodies where we have a legal obligation
- Review the current service with a Board/Delegate Task Force
  - Propose future delivery options including:
    - Production processes
    - Subscription model
    - Mode of delivery
    - Budget
    - Evaluation Framework
    - Reporting Mechanisms
- Communicate effectively with relevant stakeholders for the successful delivery of the Teaching Science Journal .
- Support the Project Manager in the planning, budgeting and reporting on the Teaching Science Journal.

*Support the growth of the Teaching Science Journal through proactive Business Development*

- Secure Advertising Revenue for the Journal
- Manage royalties from Teaching Science Journal and other publications

*Internal (organisational)*

- Coordinate content from team members
- Prepare reports for quarterly board meetings based on targets in relevant plans.
- Attend monthly team meetings
- Commit to a culture of continuous improvement

**Key Relationships**

Internal	Why
Executive Director	The Executive Director is here to support and provide guidance as required.
Project Manager	<p>You will report directly to The Project Manager who is here to support and provide guidance as required.</p> <p>Working with the Project Manager, you will set the project plan for Teaching Science ASSIST and develop the growth pathway for the journal.</p>
Teaching Science Journal Editor	You will liaise with the Editor on journal content ensuring appropriate peer review.
Office Manager	Collaboration on administration and finance tasks
Marketing Coordinator	Collaboration on content development for communications, advertising and media.
Team	<p>Secure content</p> <p>Participation in team meetings</p> <p>Collaborate on significant events</p>
Board	Bi-monthly reporting via the Project Manager to the Board.
STA Members - staff and boards	Collaboration on content development for communications, advertising and

	media related to the Teaching Science Journal
<b>External</b>	<b>Why</b>
Editor and Editorial Team	Collaboration on content development for the journal
Various Journal Libraries and Corporate Subscribers	For the distribution of the journal
Various copyright agencies	For the distribution of the journal and management of revenue streams for the journal.

### Reporting Line

The Project Coordinator - Publications reports to the Projects Manager

### Direct Reports

There are no direct reports, however from time to time this role may have volunteers reporting to it.

### Budget Responsibilities

- Responsible for attaining an advertising income budget

### Selection Criteria

We are looking for someone with the following strengths:

1. **A growth mindset:** Be able to demonstrate the capacity to work in a dynamic and fast-paced environment where continuous learning and improvement is embraced both personally and for the Association.
2. **Strong organisational skills:** Highly organised with strong project management skills, a high attention to detail, able to plan, prioritise, execute and deliver projects on time.
3. **Strong communication skills:** Strong interpersonal and communication skills, capable of effective and clear oral and written communication. Able to adapt communication styles to different audiences, and convey complex ideas clearly and concisely in both written and verbal forms.

4. **Detail Oriented:** A strong attention to detail that ensures a high level of accuracy in tasks and ensures our journal is of the highest quality.
5. **Digitally Savvy :** Be proficient in using digital technology, including experience with CMS and web design tools, Google Suite and Microsoft Office Suite, and a range of web-based platforms upon which the organisation relies for its operations. Familiarity with website analytics tools, such as Google Analytics, is a plus
6. **Team player:** Recognise and appreciate the connectedness between all team members and an ability to work effectively with colleagues to achieve shared goals.