

Community Education Specialist 2 (5839U), Lawrence
Hall of Science - 80747
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261830>

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Posted Aug. 29, 2025, set to expire Jun. 30, 2026

Job Title Community Education Specialist 2 (5839U),
Lawrence Hall of Science - 80747

Department

Institution University of California, Berkeley
Berkeley, California

Date Posted Aug. 29, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Sciences - General

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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Lawrence Hall of Science is UC Berkeley's public science center. Our mission is to inspire and engage through science discovery and learning in ways that advance equity and opportunity. We do this by working with audiences that include learners, who experience our programs and products; educators, who work both in and out of school settings; and partners, who conduct research, build capacity for learning, and transform education systems. Research underlies everything we do, and we design all of our programs and products to have high impact beyond the walls of The Lawrence.

Since we were founded in 1968, The Lawrence has been at the forefront of science, technology, engineering, and math (STEM) learning. The Lawrence is unique among science centers as it is a Learning Lab. We design, develop and study a wide array of science, technology, engineering and mathematics learning programs and products for youth, families and adults from diverse backgrounds in our specialized facilities and through our community partnerships. Our spaces and partnerships offer unique opportunities for public engagement and learning, curriculum and instructional materials design, professional learning, and research on learning, instruction, and pathways towards STEM careers. We disseminate and scale-up our effective and innovative learning programs and materials in ways that broaden participation in STEM and have local, national, and global impact.

Position Summary

The Lawrence Hall of Science is University of California, Berkeley's public science center, serving more than 170,000 visitors on site each year. Individually and as part of a team, this position involves leading science center efforts to engage communities, where they are, in meaningful, relevant and accessible hands-on STEM learning opportunities. This position involves planning, implementing, and presenting educational programs (Science Shows, Festivals and workshops) that enhance the public's

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and diverse school and homeschool group's understanding of STEM disciplines, as well as support teachers' understanding of effective science pedagogy.

This position also coordinates outreach volunteers and/or docents.

Application Review Date

The First Review Date for this job is: 09/09/2025.

Responsibilities

- Under general supervision, coordinates and delivers established community-based educational programs and activities.
- Manages volunteer-supported education initiatives and contributes to the development of new instructional materials and programming.
- Supports the implementation and growth of revenue-generating educational programs by conducting outreach to schools and community partners, promoting program offerings, and providing input on pricing and budget planning.
- Collaborates with marketing and development teams to expand program visibility and reach revenue targets.
- Tracks participation and revenue metrics to support program evaluation and continuous improvement.
- Researches participant data to enhance program delivery and outcomes.
- Tracks and maintains required program-related paperwork, inventory, activity reports, and other documentation.
- Participates in approved training and developmental activities to learn and maintain programmatic and subject matter competence.
- May serve as a work leader to lower level educators, professionals or volunteers.
- May provide training or mentoring to volunteers.

Required Qualifications

- Experience developing and facilitating informal educational programs (virtual and in person) focused on science, technology, engineering, and/or math.
- Working knowledge of informal learning educational techniques, including knowledge of best practices for engaging learners in a variety of learning experiences.
- Possess excellent verbal presentation, public speaking and facilitation skills, especially to large

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groups of mixed age learners.

- Content knowledge in science, engineering, technology, math, and/or education pedagogy.
- Intermediate skill in using business software systems in the completion of work assignments; i.e., Google Suite, Monday.com, Excel, etc.
- Possess the ability to quickly establish rapport with a variety of communities, learners of varying ages and stages, backgrounds, and family units to create an inclusive learning environment.
- Working knowledge of current community education programs and trends.
- Possess excellent customer service skills, both to internal and external clients.
- Physical ability to pick up and carry crates short distances (up to 50 pounds) and load/unload and heavy carts onto a van.
- Physical ability to drive large cargo vans for distances of up to 4 hours (including overnight stays in long-distance outreach destinations) when needed.
- Ability to work evenings and weekends when needed.
- Continuing education in related field.
- Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted hourly range that the University reasonably expects to pay for this position is \$25.48 - \$28.35.

- This is a non-exempt, biweekly-paid position.

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How to Apply

- To apply, please submit your resume and cover letter.

Driving Required

- Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

Other Information

- This is not a visa opportunity.
- This recruitment has 2 openings.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any

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administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

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Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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