



Program Assistant

The Program Assistant is a part-time position that involves working with informal education offerings and public engagement – from field trips to outreach programs both on-site and off-site.

Salary Range: \$12.00 per hour

Title of Manager: Education Director

Responsibilities and Expectations:

- Prepare materials and laboratories for field trips/workshops (on-site) and/or outreach programs (off-site).
- Co-lead field trips/workshops (on-site) and/or outreach programs (off-site).
- Assist with the inventory of supplies.
- Assist with the preparation of weekend events on occasion.
- Assist with preparing for and facilitation programs offered during the SUN 'n FUN Aerospace Expo.
- Assist with preparing for and facilitating summer camps.
- Completes any additional job duties as assigned.

General Requirements

- 18 years of age minimum
- High School Diploma or GED
- Valid Florida Driver's License
- Successfully complete a background check and drug screening.

Knowledge, Skills, and Experience Requirements

- Ability to work in a team setting.
- Ability to follow directions and work independently as needed.
- Ability to solve problems independently.
- Organizational and time-management skills.
- Ability to communicate clearly and concisely, verbally and in writing.
- Knowledge of Windows OS.
- Working knowledge of Microsoft Office Suite.

4075 James C. Ray Dr. | Lakeland Linder International Airport | Lakeland, Florida 33811
ACEdu.org | (863) 904-6834

Aerospace Center for Excellence is a 501(c)(3) not-for-profit organization.



Working Conditions:

Non-profit, informal educational organization. A fast-paced environment with many varied, simultaneous projects. Carrying and lifting educational materials, tables, and chairs. Must be able to carry and lift up to 40 lbs.

- ❖ Must have a reliable form of transportation.

Time Commitment:

Hourly position. Travel to schools and other organizations and events within Florida. Must be flexible to work occasional evenings, weekends when needed.

4075 James C. Ray Dr. | Lakeland Linder International Airport | Lakeland, Florida 33811
ACEdu.org | (863) 904-6834

Aerospace Center for Excellence is a 501(c)(3) not-for-profit organization.