

## Position Description

### Auckland Science Kit Packer and Stock Coordinator

<b>Position Type</b>	Regional Supply Coordinator
<b>Department</b>	Nanogirl Parties and Performances
<b>Reports To</b>	Party and Performance Operations Manager
<b>Key Relationships</b>	Nanogirl Science Communicators Suppliers as needed Content Team Customer Service Team Procurement & Stock management Nanogirl Leadership Team
<b>Hours &amp; Place of Work</b>	Nanogirl Office, 10 Fitzroy Street, Ponsonby Mon & Fri 4-6 hours weekly
<b>Remuneration</b>	\$21.20/hour

#### About Nanogirl Labs

Nanogirl Labs is on a mission to change the world. We inspire, educate and empower through STEM – science, technology, engineering and maths.

We are curious and passionate, and through our work combine our love of science and technology with a deep love of people, and a belief in their potential.

We care about the world at large, but one key mission that drives us is the belief that everyone – *everyone* – should have access to quality science and technology education, and that the future of our communities depends on that urgent mission. To make that happen we create surprising, delightful and impactful experiences that are both educational and entertaining.

Founders Joe Davis and Dr. Michelle Dickinson created Nanogirl Labs in 2016. The company currently owns and runs the ‘Nanogirl’ brand – a children’s character-focused on exciting and inspiring young people in STEM fields, and ‘The Kitchen Science Cookbook’ – a recipe book empowering parents to explore science at home with their children.

We also partner with government agencies and NGOs on projects to bring innovative STEM education experiences to hard to reach communities both in New Zealand and internationally.

We are a socially conscious business. We assess and care for our impact, alongside our profitability, and actively seek ways to engage and educate those who might otherwise be left behind.

Our company is growing rapidly, and our team is busy – designing, making, creating and delivering products that make a real difference. We have strong and well-loved brands, with new products in the pipeline and constant ambition for growth.

As we embark on an ambitious phase of growth for the company, we need every touchpoint we have with our audiences to be beautifully and creatively crafted and aligned with our brand.

Finding a love for science in the hearts and homes of families all over New Zealand has never been more important. We deliver fun, impactful science-themed parties and events across homes and schools to encourage everyone, everywhere to engage with science..

### Purpose of the Job

The role of the Science Kit Packer and Coordinator exists to support our Science Communicators by maintaining, organising and packing our equipment kits and stock.

Before and after each event, there's some work to be done to ensure that our Science Communicators have everything that they need. When an event is complete, the equipment needs to be washed, restocked and reset so it's in perfect order for its next use. Prior to each event, you'll need to re-check the equipment and ensure that the consumables etc are all set to go.

As a Supply Co-ordinator, you will be responsible for the following tasks:

Key Responsibilities	
<b>Party supply care and management support</b>	<p>Approximately 1-2 hours per week (Monday or business day following long weekend), and would include (but would not be limited to) the following tasks:</p> <ul style="list-style-type: none"> <li>● Cleaning and restocking the birthday party and school equipment, making sure it's in great condition for the next parties and performances.</li> <li>● Ensuring the quality and presentation of the equipment is well-maintained.</li> <li>● Carrying out periodic stock-takes, maintaining a stock management record and keeping the Party Operations Manager updated regarding stock requirements.</li> </ul>

<p><b>Packing equipment for upcoming performances</b></p>	<p>Approximately 2-3 hours per week (Fridays) and would include (but would not be limited to) the following tasks:</p> <ul style="list-style-type: none"> <li>● Pulling kits needed for upcoming events according to the schedule</li> <li>● Stocking each kit with required consumables</li> <li>● Notifying presenters when equipment is available for collection</li> </ul>
<p><b>Contribute to our team and model our values.</b></p>	<p>We are a high-performing team, with great relationships built on trust and accountability. We look out for one another, and help one another to succeed. You'll bring your values and purpose – your 'why' – to the team, and bring your best self to your work. You'll:</p> <ul style="list-style-type: none"> <li>● Engage with others in the team and share information.</li> <li>● You'll be available for regular online/in person meetings with our Party Manager to ensure a high standard is maintained.</li> <li>● Build positive, cohesive relationships across the team.</li> <li>● Embrace and model Nanogirl Labs' values.</li> <li>● Be inclusive of all team members – demonstrate that you value their strengths and contribution to the team, and expect the same in kind.</li> <li>● Help out. We are a small team, and while our focus is on our own roles we are all expected to 'muck in' and get the job done when needed.</li> </ul>

### Key Competencies for the Role

We look for people with special characteristics first, then skills second. We look for curious intelligence, kindness, empathy, integrity, self-awareness, work ethic and tons of initiative. If that's you, that's a great start.

Here's what else we're looking for:

- **Attentional to detail** - It's important to you that the Nanogirl kits are well presented, fully stocked, are neat and tidy and reflect our brand.
- **Mission driven** – It matters to you that your work will contribute to a mission that matters.
- **Flexible** – Things change, and you are comfortable with that. You adapt and roll with it, while still making sure you get the job done.
- **Resilient** – You persevere to achieve goals, even in the face of obstacles. You cope effectively with disappointments and setbacks. You remain calm and in control under pressure. You accept constructive feedback in an objective manner.
- **Kind** – you fit in well with our operating style and values.
- **Self-motivated** – you love making things happen, and don't need close supervision to deliver.



- **Super organised** - you bring a systematic approach to your work that makes it easy and delightful for others to work with you.
- **Inquisitive** - you'll ask questions and bring a sense of wonder to what you do
- **Patient** - you will be working in an ever-changing environment - you must be patient and expect the unexpected.
- **Reliable** - we are counting on you to be available and be flexible around the needs of science communicators and to be an incredible Ambassador for our brand.

.... And maybe you'll have some amazing and valuable skill/experience that we haven't even thought of that would make you great at this job. We still want to talk to you.

You can find out more about our parties, performances and engaging STEM experiences at <https://www.nanogirl.co>

If this sounds like you, please send your CV and cover letter to [work@nanogirl.com](mailto:work@nanogirl.com).

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