JOB DESCRIPTION: Program Coordinator/Marine Science Educator

The Program Coordinator/Marine Science Educator is responsible for coordinating and teaching the marine science program aboard the floating classroom Admiral Jack. You work as part of a crew alongside the Captain, Deckhand/Nautical Educator, and Marine Science Educator to deliver quality inquiry-based and hands-on marine science programs. All crewmembers aboard the vessel participate in all shipboard duties: vessel operations, line handling, docking, cleaning, etc.

Operating September to November out of the Des Moines Marina, Admiral Jack hosts Middle School aged students from Highline Public School District approximately 2 days a week. Day trips provide exposure to inquiry based science learning for 8th grade students, with an intention to cultivate interest and an introduction to opportunities at the Maritime High School. Integral to the success of our hands-on, boat-based programs is a crew full of knowledgeable, curious, enthusiastic, and self-motivated educators. We aim to create a generation of critical thinkers who will collaborate to solve society’s hardest problems.

PRIMARY RESPONSIBILITIES:

- Provide coordination and leadership of the onboard education program working closely with the Captain
- Collaboration and communication with Education Program Managers about program goals, logistics, and group information
- Communicates information about school groups to the rest of the staff
- Communicates with and collects any necessary paperwork/information from the lead teacher
- Organizes school group welcome and closing activities
- Teaches and facilitates marine science education aboard Admiral Jack
- Supervises groups of 8-12 students in deploying science equipment, analyzing data, and synthesizing results
- General maintenance and care of scientific equipment
- Coordinate gear use and storage with Maritime High School staff
- Ensure student safety during all aspects of the program under the direction of the Captain
- Other duties as assigned

GENERAL OPERATIONS

While this position’s primary responsibility is coordinating and teaching the education program aboard the vessel, the Program Coordinator/Marine Science Educator will work as part of the Salish Sea Expeditions, a program of the NWMC, team to ensure smooth operations for the organization as a whole.
We all pitch in for the heavy lifting now and then—sometimes this is metaphoric; occasionally we all have to actually help lift something heavy.

**MINIMUM QUALIFICATIONS**

- Experience working as a Program Coordinator or Lead Instructor
- BA/BS in marine biology, oceanography, or equivalent of a combination of coursework and experience in a related specialized field
- Knowledge of Oceanography and associated sampling techniques
- Ability to carry out and explain the scientific process to students
- Familiarity with Inquiry Based teaching
- Experience working with 10-16 year olds
- Current first aid/CPR certification
- Enthusiasm for working outdoors in all types of weather
- Ability to lift and carry gear up to 50lbs
- Ability to work well both individually and as a team member, as well as independently with small groups of students
- Ability to stay positive when working with crew and students in relatively confined spaces of the vessel
- Proactive work ethic: willingness to help in any aspects of programming necessary
- Ability to pass pre-employment background check and drug test
- Knowledge of the physical and biological processes of the Salish Sea

**PREFERRED QUALIFICATIONS**

- Teaching certification
- Experience working on other boats or sailing vessels

**WHY YOU WANT TO WORK HERE**

The NWMC is dynamic, growing, making a difference in our community, and taking an increasing role in the region. We serve individual students and program participants, but we also work to help solve community problems like systemic improvements in our public schools, economic development, job training, and working regionally to pair the opportunities in the maritime industry with the need to address systemic oppression in communities of color. Plus, all of the fun stuff like kids’ programs, festivals, and adventure races. Our waterfront campus is vibrant with a multitude of compelling activities, and all of them done to meet or advance industry best practices. In the words of a board member: “We don’t do B work.”
Our community is growing beyond Port Townsend into the greater Puget Sound region. You’ll be doing meaningful work for the region, and your efforts will make a tangible difference. On top of it all, you’d be connected to our main campus in Port Townsend: natural beauty, heritage buildings, arts community, wooden boats.

Right team, right moment, the right momentum, and the chance to move the needle for the prosperity of an entire community: That’s why we get excited to come to work in the morning, and that’s why we think you should want to be here too.

The Northwest Maritime Center is an equal opportunity employer that welcomes and encourages individuals of all cultures and communities to apply.

APPLICATION PROCESS
Complete the Instructor Application and send your resume to apply@nwmaritime.org. Include “Program Coordinator” in the subject line.

Position is seasonal, part-time, 2 to 3 days a week
Vessel operates out of Des Moines Marina, September to November
NWMC main offices are located at 431 Water St., Port Townsend, WA 98368
Reports to: Education Program Manager
Wage: $175 - $185 day rate – DOQ

Deadline for applications: Open until filled, application review begins August 23, 2021