



## **Florida Keys Eco-Discovery Center Manager**

**Location:** Florida Keys Eco Discovery Center, Key West, Florida  
**Supervisor:** Communications and Outreach Manager

### **Position Overview**

The Eco-Discovery Center Manager is responsible for the operational and interpretive success of Florida Keys Eco-Discovery Center (FKEDC), ranging from overall community impact to day-to-day logistics of training and scheduling of staff and volunteers. The FKEDC Manager oversees development of interpretive, educational, business/marketing and operational plans for the FKEDC as well as the scheduling of the facilities usage with both sanctuary personnel and sanctuary partners of the FKEDC.

This position will be an employee of the National Marine Sanctuary Foundation, but is funded through a Cooperative Agreement with NOAA's Office of National Marine Sanctuaries. This position will be embedded with the staff at the Florida Keys National Marine Sanctuary in Key West, FL.

### **Responsibilities:**

- Coordinate and oversee all programs and activities at the FKEDC and develop, implement and maintain a Standard Operating Procedures manual for the center.
- Oversee development of interpretive and operations plans for the FKEDC and implement those plans based on available funding. Ensure program objectives and milestones are accomplished; and support development and implementation of the annual operating plan and budget.
- Develop and provide key messaging, interpretive programming and daily operations for the center.
- Ensure exhibit designs promote key sanctuary messages; and consult/coordinate with NOAA staff, subject matter experts, or representatives of other federal agencies to incorporate additional messages/exhibits.
- Manage the daily operations of the public visitor center including staffing, volunteer and docent programs, building use and building maintenance.
- Train and manage volunteers working at the FKEDC. This includes identifying training needs, developing and implementing training, scheduling, performance feedback and volunteer appreciation. Works closely with FKNMS Volunteer Coordinator on this task.
- Monitor the operation, maintenance, and effectiveness of multi-media exhibits within the visitor center.
- Coordinate infrastructure upgrades, including vetting of appropriate

vendors for infrastructure and exhibit upgrades, serve as point of contact for vendors on any equipment upgrades and replacement of equipment and ensure any repairs or upgrades meet best practices and NOAA standards.

- Facilitate adherence to agreements with partner entities using FKEDC (e.g. National Park Service, Mote Marine Laboratory).
- Support fundraising programs (e.g. donor and sponsor signage) and review and oversee all incoming contributions.
- Design, develop, lead and evaluate environmental education and interpretive programs for visitors to the EcoDiscovery Center.
- Coordinate school visits, guided tours, interpretive programs, special events, and community engagement; and represent organization at meetings.
- Organize and participate in community engagement outreach programs.
- Support other Media Outreach Volunteer and Education (MOVE) team activities as necessary, including interpretive events, informational booths, preparing and delivering public presentations, educational product development, etc.

#### **Required Qualifications:**

- Ability to communicate effectively for the purposes of coordinating activities; consulting with professional and technical experts; and securing cooperation from others.
- Strong organizational skills
- Excellent verbal and written communication skills, including ability and willingness to speak before a variety of audiences.
- Ability to innovate practical solutions to problems as they arise.
- Ability to use computer software programs provided.
- Ability to distinguish among competing priorities and balance complex and demanding workloads; organize and coordinate work assignments.
- Ability to establish and maintain effective working relationships with others.
- Experience in evaluating public programming and exhibits and developing program projections.
- Ability to travel; work irregular hours; prepare reports and records.
- Valid Florida Driver's License

### **Preferred Qualifications:**

- Bachelor Degree in an appropriate field, marine science, etc.
- 5 years of experience in managing a visitor center with demonstrated expertise in environmental education and/or interpretation and visitor services. .
- Demonstrated experience managing volunteer program
- Experience in exhibit design and development
- Experience in designing and implementing environmental education and interpretive programs.

### **Why you will love working with us**

- Dedicated and passionate staff committed to marine and Great Lakes conservation, and a fun group who takes its work more seriously than we take ourselves.
- Generous leave policy.
- Health Benefits: medical, dental, and vision
- Foundation paid disability and life Insurance
- Retirement: 403(B) with 3% employer contribution after one year of service. No match required, 100% vested

### **Compensation and Benefits**

Salary Range: \$52,000-\$57,000 commensurate with experience.. The Foundation also offers a competitive benefits package.

Start Date- August 2021

[Apply Here](#). Applications received prior to July 9, 2021 will be preferred.

The Foundation is an equal opportunity employer and actively works to insure fair and equal treatment of its employees.