



**National
Marine Sanctuary
Foundation**

DISCOVER WONDER

School Programs Specialist (Bilingual-Spanish)

Location: Santa Cruz, Calif.
Supervisor: Program Operations Manager for Education & Outreach
On-Site Coordinator: Manager, Monterey Bay National Marine Sanctuary Exploration Center
Status: Part-Time/Non-Exempt

What We Need

The [National Marine Sanctuary Foundation \(the Foundation\)](#), a 501(c)3 non-profit organization that is a leading voice for U.S. protected waters, is seeking a part-time, bilingual **School Programs Specialist**, a position responsible for implementing K-12 education programs at the Monterey Bay Exploration Center, a visitor center that interprets the natural and cultural resources of [Monterey Bay National Marine Sanctuary](#) (Monterey Bay NMS).

Specifically, the School Programs Specialist will support work that is part of the scope of a cooperative agreement between the National Marine Sanctuary Foundation and [NOAA Office of National Marine Sanctuaries](#) focused on engaging the public with the 15 sanctuaries and 2 marine national monuments in the National Marine Sanctuary System, as well as mission support programs of the [Monterey Bay National Marine Sanctuary Foundation](#), a locally-based chapter of the national foundation.

Working collaboratively as part of a passionate, mission-focused team, the School Programs Specialist will develop and implement all K-12th grade virtual education programs. Once the Exploration is able to re-open to in-person visitors, the School Program Specialist will also oversee in-person programs at the Exploration Center and programs conducted on school campus' throughout Santa Cruz County. The School Program Specialist will also work to build partnerships with minority-serving community organizations, coordinate public programs throughout the community, and assist with special events at the Exploration Center. The position requires the performance of a highly independent professional who provides impactful educational and outreach programs and services to support the mission of Monterey Bay National Marine Sanctuary and the National Marine Sanctuary Foundation. The right candidate for this position will be fluent in both English and Spanish.

The National Marine Sanctuary Foundation is committed to a culture of inclusion, equity, and belonging. We are dedicated to attracting and retaining a diverse staff. We honor experiences, perspectives, and unique identities, and welcome the contributions that you can bring to the dedicated team. With a diverse team of employees, we can grow and learn better together and achieve our mission to protect the health of the ocean, coasts and Great Lakes for current and future generations.



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What You'll Do

The person in this role will be the point for education programs at the Exploration Center in Santa Cruz focused on Monterey Bay National Marine Sanctuary, and will build relationships with partners, staff, and schools to ensure the public can better understand the value of protected areas like national marine sanctuaries and encourage exploration, discovery, and a connection to the wildlife and habitats of Monterey Bay NMS. You'll increase the accessibility of education programs by communicating with audiences in both English and Spanish. As the School Programs Specialist, you will:

Coordinate virtual Distance Learning Programs:

- Advertise available program offerings to local teachers
- Act as initial point of contact for all interested teachers and schedule presentations
- Lead Distance Learning Programs when scheduled
- Update curriculum and advertising materials and translate to Spanish when necessary
- Assist in the development of new distance learning program offerings, including bilingual programs
- Maintain all program data
- Assist with the training and mentoring of student program assistants

Additional responsibilities:

- Assist with special events on site and within the community, which may occur on evenings or weekends
- Manage Exploration Center mailing list
- Serve as part of the Sanctuary Exploration Center team, which may include:
 - Operate and troubleshoot computer equipment associated with exhibits
 - Greet and receive visitors during open hours (including on weekends)
 - Assist Volunteer Docents with day-to-day activities at the center

There is potential that the role and responsibilities will expand once the Monterey Bay National Marine Sanctuary Exploration Center can reopen to in-person visitors.

Who You Are

As the School Programs Specialist, you have a passion for sharing the marine environment and for education, and can implement engaging and interactive programs that bring the wonder and value of Monterey Bay and the entire National Marine Sanctuary System to life for your audience. You have a commitment to lifelong learning, a strong sense of initiative, and work well independently. You'll have:

- Spanish Fluency and English Fluency, in both oral and written communications
- Bachelor's degree or proven equivalent experience in science, environmental science and environmental education (or combination).
- Experience in informal and/or formal education.



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- Comfortable leading and speaking to groups, both in-person and over video-conferencing.
- Must be able to work independently with a history of self-directed work.
- Must possess the ability to take direction and demonstrated decision making skills.
- Must have strong verbal and written communication skills.
- Demonstrated ability with the suite of Google Drive applications.
- Must be able to work on weekends and evenings as scheduled.
- A sincere interest in, and commitment to, our mission.

Where Do I Apply?

[APPLY HERE](#) Applications must include a resume, cover letter, and at least three professional references.

Compensation and Benefits: \$20-23/hr based on experience. Part-time employees do not qualify for Foundation benefits except where state laws require. In California, part-time employees accrue sick leave.

COVID-19 considerations:

Potential for remote work until the COVID-19 pandemic restrictions lift. The National Marine Sanctuary Foundation requires proof of COVID-19 vaccination from all employees.

The National Marine Sanctuary Foundation is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This commitment applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, and training. The Foundation makes hiring decisions based solely on qualifications, merit, and business needs at the time.