



EDUCATION AND COMMUNICATIONS COORDINATOR for Ocean Exploration

Location: Silver Spring, Md. or Remote
Supervisor: Ocean Exploration Program Manager
Status: Full-Time/Exempt position

What We Need

The [National Marine Sanctuary Foundation](#), a 501(c)3 non-profit organization that is a leading voice for U.S. protected waters, is seeking an **Ocean Exploration Education and Communications Coordinator**, a position responsible for supporting cooperative initiatives between the Foundation and [NOAA Ocean Exploration](#). The person in this position will report directly to the Ocean Exploration Program Manager and collaborate regularly with the NOAA Ocean Exploration Outreach and Engagement Division Chief. Specifically, the Ocean Exploration Education and Communications Coordinator will support work that is part of the scope of a cooperative agreement between the National Marine Sanctuary Foundation and NOAA Ocean Exploration focused on building public engagement with deep ocean exploration, with a particular focus on informal and formal educators.

The Ocean Exploration Education and Communications Coordinator will play a key role in supporting NOAA Ocean Exploration on behalf of the Foundation by supporting a variety of education engagement projects, including growing social media, coordinating and updating web content, managing scheduling and identifying and supporting needs for professional development workshops, and writing and distributing a regular newsletter. The selected candidate will help reach new and diverse audiences, contribute to stronger engagement with partners in the education community, and support a focused message that builds the reputation and credibility of both NOAA Ocean Exploration and the Foundation with targeted stakeholders.

Work can be performed completely remotely, or at Foundation and/or NOAA headquarters office(s) in Silver Spring, MD, once risks from COVID-19 subside. A belief in our mission, excellent attention to detail, as well as a strong team mentality, is a must.

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.

What You'll Do

This person in this position is responsible for supporting the scope of a cooperative agreement between the Foundation and NOAA Ocean Exploration, and will participate as a member of the education team on large team projects, specifically supporting the following areas of work:

Support Foundation/NOAA Ocean Exploration Connections

- Help support diversity, equity, inclusion, and access to ocean exploration education programs and products
- Participate as education working group representative
- Provide updates to Foundation communications team

Professional Development Support

- € Co-lead scheduling for professional development workshops with Education Development Specialist; support workshop promotion and recruitment; execute and track registration
- € Support product management—certificates, educational materials and gear, resources lists, etc.
- € Maintain professional development program statistics
- € Maintain educator resource inventory and coordinate shipping as needed
- € Support evaluation process

Education Web Support

- € Support development of new education web pages
- € Support development of Ocean Exploration Career profiles with Internship Coordinator
- € Update Deep Ocean Education Project and Ocean Explorer web sites with education events

Education Communication

- € Social Media: Maintain and grow social media presence, acting as key liaison with NOAA, the Foundation, Deep Ocean Education Project for social media needs
- € Newsletters:
 - Maintain education listserv and create/write regular education newsletter
 - Provide team news for OE biweekly and NOAA Research reports

Who You Are

As the Ocean Exploration Education and Communications Coordinator, you're an internet-savvy individual who has a passion for science and learning, and can activate digital strategies that bring the wonder and value of deep sea exploration to life for your audience. You have a

commitment to supporting education, a strong sense of initiative, and work well independently. You'll have:

Qualifications:

- Extensive experience in coordinating project work with multiple staff and organizations.
- Experience conducting website updates.
- Knowledge of design and editing tools available on modern website platforms.
- Skill in writing for the web across various online platforms and audiences. Interest in and/or experience with writing internal news stories or blogs is a plus.
- Professional experience producing plain-language web content.
- Strong organizational skills and attention to detail.
- Strong written and verbal communication skills.
- Formal and/or informal science education experience.
- Knowledge of current 508 and other web compliance standards.
- Knowledge of or interest in deep-sea ocean topics.

Why You Will Love Us

The National Marine Sanctuary Foundation is a leading voice for U.S. protected waters, working with communities to conserve and expand those special places for a healthy ocean, coasts, and Great Lakes. The Foundation works in close partnership with the National Oceanic and Atmospheric Administration (NOAA) to increase stewardship of our ocean and Great Lakes through on-the-water conservation projects, and education and public outreach activities, and by support for research. Together, we safeguard species and the places they call home, and support coastal communities and economies.

- Dedicated and passionate staff committed to marine and Great Lakes Conservation
- Two weeks paid annual leave, plus paid time off the week between December 25 and January 1; and 12 paid holidays
- Two weeks paid sick leave
- Health benefits: Medical with an FSA option; dental, and vision
- Foundation paid Life and Disability Insurance
- Preparing for the Future: 403(B) with employer contribution after one year of service
- Commuter Benefits

Compensation and Benefits

Salary Range: \$50K-\$60K depending on experience. The Foundation offers a competitive benefits package.

Location

Washington, D.C. based (Silver Spring HQ office location), or fully remote/hybrid remote.

Start Date

Flexible, but ideally no later than early April 2022

To Apply

Apply Here - Applications received before March 5, 2022, will be preferred.

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=4362172

COVID-19 considerations:

Remote work until COVID-19 pandemic restrictions lift; can remain a fully remote position, or partial telework after 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.