Eco-Discovery Center Internship

Location: Eco-Discovery Center. 35 Quay Rd, Key West, FL 33040

Supervisor: Kristina Agard - Manager

Start and End Date: August (negotiable), 2024 - December 30th, 2024

Job and Responsibilities

The National Marine Sanctuary Foundation, a 501(c)3 non-profit organization that is a leading voice for U.S. protected waters, is seeking a part-time Eco-Discovery Center Program Staff Member to aid in the programming and daily operation of a newly renovated learning center in the Florida Keys.

Specifically, the Eco-Discovery Center Program Staff will aid in the:

- opening and closing of the facility to the public
- designing age-appropriate classroom programming focused on the flora and fauna of the Florida Keys under the supervision of the Manager
- teaching said programming to local school groups and summer camps that visit the facility
- acting as a greeter at the front desk to welcome local and international visitors to the Eco-Discovery Center
- teaching the general public about the National Marine Sanctuary system in the United States including the Florida Keys National Marine Sanctuary
- cleaning and upkeep of the exhibit hall including lifting and arranging folding tables and chairs; wiping off tables, counters, and displays; and using craft-making tools and materials.

The Eco-Discovery Center Program Staff will also complete and effectively present a capstone project based on their interest and degree as well as the needs of the Center. This project may include:

- Creating standards-aligned education programs for school field trips to Florida Keys Eco Discovery Center
- Facilitating and scheduling educational programming at the Eco Discovery Center including Discovery Saturdays.
- Working to improve diversity, inclusion, and accessibility initiatives and cultivate meaningful relationships with community organizations that serve diverse communities in Key West.
- Archival of historical media including photographs and documents.
- Improvement of rotating Eco Discovery Center exhibit content including creating new digital displays.
The position is currently **in person** at the Eco-Discovery Center in Key West, FL.

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.

**Requirements**

This position is open to people actively working toward or recently graduated from a baccalaureate degree program in marine science, education, or a related field.

- The ideal candidate will have:
  - A basic knowledge of Florida Keys Ecosystem and its major flora and fauna
  - An interest in education, outreach, and speaking to the public
  - The willingness to learn current educational research and undergo training in the presentation of said research
- Ability to:
  - Stand for long periods of time
  - Bend, twist, lift, and carry under 50lbs
  - Interact with multiple demographics
  - Stay productive with minimal supervision

**Why You Will Love Us**

The National Marine Sanctuary Foundation ("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.

**How to Apply**

Apply by emailing a cover letter and resume to rfp@marinesanctuary.org. Please make sure your email subject includes the title of the internship, “Florida Keys Eco-Discovery Center Internship”. Your application will not be reviewed unless the cover letter and resume are attached.
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.