



## SAVE OUR SHORES EDUCATION COORDINATOR

**Position:** Education Coordinator

**Reports to:** Program Manager

**Status & Benefits:** Full time 40 hours per week (nonexempt). Compensation is hourly, includes paid vacation and sick leave, health/dental insurance, workers' compensation, optional CalSavers retirement savings program.

**Schedule:** The person in this position will be available and willing to work 40 hours per week. Schedule will vary depending on programmatic needs but will primarily be Monday through Friday with some weekend, evening, and holiday work required.

**Location:** Santa Cruz, California

**Position Start Date:** March 3, 2025

**Pay:** \$21.50 – 23.00 hourly starting rate based on experience

**About Save Our Shores:** Save Our Shores is a small, grassroots non-profit organization focused on marine conservation in Santa Cruz, CA. We were founded in 1978 in response to the threat of offshore oil drilling along the Central Coast and were integral in the designation status of the Monterey Bay National Marine Sanctuary. Since then, we've worked to protect our coastline from other threats including plastic pollution and illegal sand mining. Our efforts have expanded since our inception to include delivering marine science education to local students, engaging community members in stewardship activities, conducting outreach for pollution mitigation, and continuing the invaluable advocacy work upon which our organization was founded by pushing for policies that protect oceans, coastlines, and connected communities.

### **Job Purpose:**

Join our dynamic and fun team! The Education Coordinator's primary duties include scheduling and delivering engaging, hands-on environmental education lessons, after school programs, and field trips to K-12 students and youth in the Monterey Bay area. These programs aim to connect youth with local coastal and marine environments, introduce them to marine science concepts, and empower them to participate in ocean stewardship. The person in this role will also support other types of work, including the coordination and delivery of Save Our Shores public events, beach cleanups, and outreach.

### **Essential Duties & Responsibilities:**

- Deliver educational lessons, after school programs, activities, and field trips to students in grades K-12 in the Monterey Bay region independently and in partnership with other staff.
- Develop and maintain educational supplies, coordinating with other staff to ensure supplies are shared and preparing and replacing supplies before and after events.
- Review and revise educational curricula, with the opportunity to write new curricula.
- Liaison with teachers to schedule education programs.
- Assist and deliver educational community presentations.
- Track and enter program data into SOS database.

### **Other Duties**

- Support other public programs as needed, including but not limited to beach cleanups, outreach events, advocacy events, and others.
- Support the coordination of community programs.
- Collaborate with other team members and departments on special projects as needed.
- Supervising/coordinating with volunteers to assist in education programs.
- Creating teacher newsletters and other education communications.

### **Preferred Knowledge, Skills, & Abilities:**

- Educational background in marine science, environmental science, education, and/or related field, or demonstrated equivalent experience.
- Experience in the field of environmental education and working knowledge of EE frameworks and curricula such as the Next Generation Science Standards and the Biological Sciences Curriculum Study 5E Model.
- Ability to work with youth in outdoor settings.
- Possession of or willingness to obtain First Aid and CPR certification.
- Familiarity with the Monterey Bay region and local marine conservation issues.
- Experience using Microsoft Office programs, Google suite, and Canva.
- Strong team player, flexible, and willingness to work with others and independently.
- Possess strong communication skills, including verbal and written communication.
- Special consideration for bilingual applicants.

### **This Position Requires:**

- Driving throughout the Monterey Bay region and transporting supplies (such as educational or cleanup materials that may be sandy and dirty); mileage is reimbursable.
- Standing and sitting for long periods of time.
- Walking up and down stairs, 2-3 miles on sandy beaches and uneven ground.
- Lifting up to 50 pounds.

**How to Apply:** Please email cover letter, resume, and 2-3 professional or academic references to Krista Rogers (krista@saveourshores.org) with the email title: EDUCATION COORDINATOR APPLICANT.



**Save Our Shores** is an equal opportunity employer and dedicated to a policy of non-discrimination and equal opportunity for all employees and qualified applicants. People with disabilities, people of color, indigenous people, and LGBTQ+ candidates are strongly encouraged to apply.

*These duties, percentages, dates, and descriptions are subject to change.*