



TEACHER AT SEA ALUMNI ASSOCIATION MANAGER

Location: Silver Spring, MD or remote

Supervisor: Vice President

Position Overview

The National Marine Sanctuary Foundation's Teacher at Sea Alumni (TASA) Association Manager plays a key role in supporting education projects funded through the National Marine Sanctuary Foundation's grant with NOAA Fisheries Service. Specifically, the TASA Association Manager manages the Teacher at Sea Alumni Association and its program offerings. The position reports to the Vice President but coordinates complementary activities with the director of the NOAA Teacher at Sea Program at NOAA Fisheries Service. The TASA Association Manager is required to have a deep understanding of the programs and activities for which grant funding is provided, a creative approach to integrating ocean science lessons in alumni classrooms, helping alumni teachers benefit from a network of peers, and promoting professional development opportunities for alumni. The position can be fulfilled remotely, attending meetings in Silver Spring, Md. as needed.

Responsibilities:

- Manage 400+ alumni through listserv and email correspondence.
- Manage Teacher At Sea products and presentations.
- Plan and facilitate a typical two regional alumni workshops annually.
- Coordinate regional and national alumni events and opportunities.
- Write or coordinate development of a weekly alumni spotlight for Teacher At Sea website.
- Manage a mini-grant program to support alumni-led projects.
- Promote alumni association on social media.
- Solicit and review funding requests for alumni-led ocean education projects.
- Coordinate shipment of books and materials for alumni presentations and requests.
- Review, edit, and distribute lesson plans created by Teacher at Sea alumni.
- Manage alumni graduate credits and coursework through the University of St. Francis.
- Coordinate video production efforts that support evaluation of Teacher at Sea program and promotion of Alumni Association.
- Primary liaison to NOAA Teacher at Sea Program, including participating in annual review and selection of participating teachers, including repeating alumni.
- Manage annual budget for Teacher at Sea Alumni Association and oversee activities of a part-time (remotely based) assistant, and two Teacher at Sea Alumni Association contractors.



Qualifications

- Bachelor's degree in environmental science, education, or similar required.
- 5-7 years of progressive professional responsibility in formal and/or informal education environments.
- Experience working in marine science education.
- Experience communicating about environmental programs and developing multi-media educational resources.
- Exceptional organizational and analytical skills.
- Meticulous attention to detail.
- Ability to perform under tight deadlines.
- Ability to communicate proficiently both verbally and in writing.
- Demonstrated initiative, ability to work both independently and with others.
- Flexible team member with a sense of humor and an ability to work quickly and prioritize multiple projects.
- Facility with a range of software, including Microsoft Word, Excel, PowerPoint and database programs.
- Ability to travel to planned workshops and conferences throughout the U.S. approximately 5 times annually, and ability to travel to quarterly meetings in Silver Spring, MD (if remotely based).
- A sincere interest in, and commitment to, our mission.

Why You Will Love Us

- Dedicated & passionate staff committed to marine and Great Lakes conservation.
- Paid Federal Holidays, plus paid time off the week between December 24th and January 1st
- Paid Vacation and Sick leave
- Health Benefits: Medical with FSA option, dental, vision
- Foundation paid life and disability insurance
- Retirement Plan: 403(B) with 3% employer contribution after one year of service
- Extensive online training programs to help employees learn new skills.

Compensation and Benefits: Salary commensurate with experience plus the Foundation offers a competitive benefits package.

Start Date: Early July

To Apply: Applications should include a cover letter, resume, list of references and writing samples to Applicants@marinesanctuary.org. Please be sure to put "TASA Manager" in the subject line. Applications received by June 7, 2019 will be preferred.



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

About Us: The National Marine Sanctuary Foundation is a private, non-profit organization dedicated to strengthening and promoting U.S. national marine sanctuaries and marine monuments through conservation, science, education and community engagement.