

Education Program Associate

Tides Center - Marine Education Project

Full-time position located in downtown San Francisco

February 7, 2023

The Marine Education Project (MEP), a project of the Tides Center, is working to increase public knowledge of and experience with coastal and marine resources and to engage the public in coastal protection and restoration activities. MEP is run in partnership with the California Coastal Commission's Public Education Program and is housed in the Coastal Commission's San Francisco office with an option to work remotely some of the time. Programs include volunteer beach cleanups, community-led habitat restoration efforts, K-12 education, and educator resources. Programs cover topics such as climate change, environmental justice, plastic pollution, beach access, and other coastal and ocean issues.

Position Overview

The Program Associate reports to the Public Education Program Manager. The position supports and in some cases is the lead on programs and events that promote education and public stewardship of the California coast and ocean. The focus of the position is educational program administration, outreach, and communication. Tasks include:

- Working on current programs such as Coastal Cleanup Day, the Ocean and Coastal Photo Contest, Adopt-A-Beach, the Coastal Art & Poetry Contest, the California King Tides Project, the Climate Video Challenge, and Educator Resources. The position's role may include program coordination, organizational and office tasks, communication, promotion, data management, research, or other efforts as needed.
- Extensive communication through video conferencing, email, social media platforms, phone, and occasional in-person communication at fairs, workshops, and meetings.
- Management and organization of information for large public programs using spreadsheets and other tools.
- Connecting with, building, and maintaining good relationships with partner organizations, volunteers, sponsors, and members of the public.
- Working collaboratively to develop new programs and improve current programs to address emerging issues and engage new audiences.

Qualifications and Experience

- A passion for increasing racial equity, coastal protection, and climate action as they relate to the California coast.
- Candidates must have relevant 4-year college degree. A minimum of two years related work experience is highly desirable. Relevant degrees and related work experience would be in the following fields: education, public administration, non-profit management, environmental studies, environmental science, journalism, communications, public relations, marketing, fund development, or related fields.
- Current knowledge and experience working with social media.

Skills and Abilities

- Self-starter who takes the initiative to get the job done. Ability to problem solve and be self-motivated and disciplined while maintaining close communication with supervisor and colleagues.
- Must be detail-oriented and able to produce high quality, accurate work products.
- Highly organized with the ability to plan and juggle several projects simultaneously.
- Excellent verbal and written skills are mandatory. Ability to think broadly and develop creative, innovative approaches to communications, public education, and fundraising initiatives.
- Enthusiasm for working as a team member, and ability to be collaborative and helpful.
- Customer service orientated – skilled at connecting with people and communicating persuasively and respectfully.
- Flexible and adept at responding quickly and effectively to changing circumstances – thinking on one’s feet.
- Intermediate knowledge of common office software applications such as Microsoft office suite, including facility with creating, navigating, and managing large spreadsheets and the ability to learn new software tools quickly. Experience in video editing a plus, as is skill in creating appealing visual materials.

Other Job Requirements: Most days will require working at a computer for much of the day. Your office space will be equipped with a standing/sitting desk. Must be able to work weekends on occasion, and to travel within the state occasionally.

Other Details: Starting salary commensurate with experience, with a range of \$26.47 to \$33.14 per hour. Excellent benefits. The successful candidate will be an employee of the Tides Center. This is not a civil service position and will not accrue civil service credit. The position will be located at the headquarters of the California Coastal Commission in downtown San Francisco at 455 Market Street, near BART and Muni, and a short walk from casual carpool and the ferry. Note: most staff are currently working a hybrid schedule: part-time remotely, and part-time (minimum 1-2 days) in the office. Position open until filled but you are encouraged to apply by 2/27/2023 for priority review.

For more information, contact: Chris Parry, California Coastal Commission, chris.parry@coastal.ca.gov

To apply, please submit a resume and a thoughtful cover letter. Your cover letter should express your interest in working for the Marine Education Project and your qualifications for the role. Note: if you progress in the selection process, we will be asking you for three professional references.

Via email: chris.parry@coastal.ca.gov

Tides is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions. Also pursuant to the San Francisco Fair Chance Ordinance, we encourage and will consider for employment qualified applicants with arrest and conviction records.

Applicants with Disabilities:

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.