

Education Program Assistant

Tides Center - Marine Education Project

Full-time position located in downtown San Francisco

December 4, 2019

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. Programs include volunteer beach cleanups, community-led habitat restoration efforts, K-12 education, and educator resources.

Position Overview

The Program Assistant reports to the Public Education Program Manager. The position provides support for programs and events that promote education and public stewardship of the California coast and ocean as part of a small team within the California Coastal Commission. The focus of the position is on education, outreach, and communication. Tasks include:

- Support of specific programs including Coastal Cleanup Day, the Ocean and Coastal Photo Contest, the Coastal Art & Poetry Contest, the California King Tides Project, and the Climate Video Challenge, which may include organizational and office tasks, communication, promotion, data management, or other efforts as needed.
- Extensive communication through email, social media platforms, phone, and occasional in-person communication at fairs, workshops, and meetings, on topics including climate change, plastic pollution, beach access, and other coastal and ocean issues. (You will be supported in growing your knowledge of these topic areas.)
- Research and outreach to corporate sponsors for Coastal Cleanup Day, an annual statewide volunteer event.
- Building and maintaining good relationships with partner organizations, volunteers, sponsors, and members of the public.

Qualifications and Experience

- A passion for increasing racial equity, coastal protection, and climate action as they relate to the California coast.
- Candidates must have a 4 year college degree. A minimum of two years related work experience is desirable. Relevant degrees and/or work experience in education, public administration, non-profit management, environmental studies, journalism, communications, public relations, marketing, fund development, or related fields.
- Current knowledge and experience working with social media.
- Working knowledge of common office software applications and the ability to learn new software tools quickly. Experience with Adobe Creative Suite a plus.

Skills and Abilities

- Self-starter who takes the initiative to get the job done. Ability to be self-motivated and disciplined.
- Excellent verbal and written skills are mandatory.
- Detail-oriented and organized with the ability to juggle a number of projects simultaneously.
- 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.
- Adept at responding quickly to changing circumstances – thinking on one's feet.

Other Job Requirements: Requires working at a computer (a standing/sitting desk will be provided) and in meetings at least several hours per day. Must be able to work weekends on occasion, and to travel within the state occasionally.

Other Details: Salary commensurate with experience, with a range of \$19.50 to \$33 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, near BART and Muni, and a short walk from casual carpool and the ferry.

For more information, contact: Chris Parry, California Coastal Commission, at (415) 904-5208
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 Tides and your qualifications for the role.

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

Or via mail:

Marine Education Project
c/o Chris Parry
California Coastal Commission
45 Fremont Street, Suite 2000, San Francisco, CA 94105

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.