

# Education Program Associate

## Tides Center - Marine Education Project

*Full-time position located in downtown San Francisco*

**December 7, 2021**

*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 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 education, 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, on topics including climate change, environmental justice, plastic pollution, beach access, and other coastal and ocean issues. (You will be supported in growing your knowledge of these topic areas.)
- 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 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.

## Skills and Abilities

- Excellent verbal and written skills.
- Detail oriented and organized with the ability to juggle a number of projects simultaneously.
- Self-starter who takes the initiative to get the job done. Ability to be self-motivated and disciplined.
- 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 politely and persuasively.
- Adept at responding quickly to changing circumstances – thinking on one’s feet.
- Working knowledge of common office software applications 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:** Requires working at a computer (the office space includes standing/sitting desk) 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 \$20 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 at 455 Market Street in San Francisco near BART and Muni, and a short walk from casual carpool and the ferry. Most of the office currently works remotely, but we will likely move into a hybrid model with some number of regular days in the office in the future.

**For more information, contact:** Chris Parry, California Coastal Commission, at (415) 904-5208  
[chris.parry@coastal.ca.gov](mailto: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](mailto: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.*