

PACIFIC MARINE MAMMAL CENTER
Education Coordinator Position
Full Time, Permanent

\$17 - \$20/hour commensurate with experience

The Pacific Marine Mammal Center is searching to hire an energetic, positive and inspiring Education Coordinator. This position reports to the Director of Education and is responsible for the continued success and future development of PMMC's education program which include school field trips, summer camp, after school programs, outreach, distance learning programs and more. PMMC educates approximately 8,000 school children and 55,000 visitors annually.

Key Responsibilities include but are not limited to:

- Coordinating, processing and scheduling education program reservations
- Education program instruction and coordination
- Education program content development
- Training, scheduling and supervising program counselors and volunteers.
- Coordinate PMMC's Change the Life of a Seal service learning fund raising program
- Classroom and program material inventory, ordering and organization
- Assisting in curriculum development and program content updates
- Maintaining spreadsheets on program stats

Qualifications: BA/BS in science related degree and/or teaching credential required.

The Ideal candidate will have experience instructing groups of all ages, especially children ages 8 to 14. Knowledge of marine science a must. Microsoft office suite skills required. Familiarity with Bookeo a plus. Excellent interpersonal, communication, presentation and organizational skills essential.

*Flexible schedule a must. One to two weekend days and two Friday evenings per month required.

Please send a cover letter, CV and 3 references to Kirsten Donald at education@pacificmmc.org. Closing date for this posting is February 28th, 2017