



## **Open Position: Education Specialist**

**Ocean Research & Conservation Association (ORCA)** is currently accepting applications for a full-time **Education Specialist**. The Education Specialist will work with ORCA staff, community volunteers, local schools, and external partners to coordinate and conduct ORCA citizen science/ education projects. The candidate will be responsible for managing education programs including ORCA's A Day in the Life of the IRL and ORCA Citizen Science Data Jam by recruiting and training citizen scientists, overseeing proper data collection and analyses and effectively communicating findings to the public.

The successful candidate must have high-level communication skills, both oral and written, a strong work ethic, and the ability to thrive in a fast-paced environment.

Position may require travel and working weekends.

The Education Specialist will report to the Director of Citizen Science & Education.

### **Position Responsibilities:**

- Coordinate and execute citizen science/education projects.
- Recruit, train and facilitate community volunteers (schools and environmental partners) in procedures and protocols specific to A Day in the Life of the IRL.
- Organize and analyze data collected for research and restoration projects.
- Administer and assess in-classroom or virtual classroom lessons for upper elementary, middle, and high school students.
- Assist in dissemination of protocols and project results through reports and public presentations.
- Assist in securing funding for sustainability and growth of citizen science projects through grant writing, identifying and soliciting sponsors and participating in fundraising events.
- Provide community-based outreach, education, and research projects and programs.
- Maintain a professional relationship with staff, guests, and volunteers.
- Assist in basic cleaning and laboratory upkeep.
- Help train and supervise volunteers and interns.
- Other duties as assigned

**Qualifications:**

- Bachelor's degree in science education or related field (environmental science, environmental education, marine biology) with at least two years of relevant experience.
- Comfortable teaching people of all ages
- Experience in scientific and educational curriculum creation, implementation, and assessment.
- Evidence of successful planning, organizing, and coordination of education projects and initiatives.
- Proactively establish and maintain effective working relationships with various school and community partners, environmental agencies, and important stakeholders.
- Ability to work independently, to take initiative and work creatively, as well as be able to collaborate and work cooperatively with others.
- Strong communication skills- both orally and written.
- Demonstrate ability to work independently and in a fast paced, team-oriented environment.
- Strong interpersonal skills.
- Hardworking, dedicated, prompt, and timely.
- Strong desire for personal growth and increased knowledge.
- Desire to want to see things through to completion and takes pride in quality of work.
- Strong organizational skills, including ability to prioritize and consistently meet deadlines.
- Ability to trailer, launch, and operate small boats preferred, willingness to learn required.
- Current driver's license required.

To apply for the Education Specialist position, please e-mail cover letter and resume to Missy Weiss at [mweiss@teamorca.org](mailto:mweiss@teamorca.org).