



Job Announcement Key to the Sea Program Coordinator

Heal the Bay is a nonprofit environmental organization dedicated to making Southern California coastal waters and watersheds, including Santa Monica Bay, safe, healthy and clean. We use research, education, community action and advocacy to pursue our mission.

Key to the Sea is a marine environmental education program for teachers and elementary school children (K-5) in Los Angeles County and has been in existence for more than a decade. The program focuses on watersheds, the storm drain system, pollution prevention, the sandy beach habitat, and environmental stewardship. It includes engaging hands-on activities for students, including a field trip to the beach, as well as exciting professional development opportunities for teachers.

Position Summary

The Key to the Sea Program Coordinator will administer the Key to the Sea watershed environmental education program, managing program records, communicating with partnering sites and teacher participants, organizing teacher workshop and program supplies, and otherwise facilitate the program. This position requires someone with a strong attention to detail, with excellent communication skills. Some opportunity for teaching students or leading teacher workshops may be available, but is not the primary responsibility of the position. This position is a part of the education department and reports to the Education Director.

Responsibilities Include:

- Manage Key to the Sea program records, electronic and hard copy
- Correspond with teacher participants in a professional manner, and clearly document that correspondence
- Coordinate with the Education Director and other department staff to purchase, maintain, and organize educational supplies and materials
- Assist with program billing and budgeting
- Assist with grant coordination and management, and other fundraising projects
- Assist with marketing and promotion of educational programs
- Additional responsibilities as required

Qualifications

- College degree in education preferred
- Strong organizational skills, with the ability to work on multiple tasks simultaneously
- Ability to meet deadlines and remain flexible in a dynamic work environment
- Strong interpersonal skills, ability to work with many people in diverse settings
- Excellent written, verbal and computer skills
- Proficiency with Microsoft Office, Gmail, internet browsers (such as Firefox or Safari),
- Experience teaching and working with diverse audiences, a variety of age-levels, and abilities - experience teaching in the field is a plus
- Understanding of environmental, marine science, and education issues is a plus
- Written and oral fluency in Spanish is a plus

Hours: Part-Time, primarily Monday-Thursday 10-4:30, with some flexibility. Some weekend and evening hours may be required.

Application Deadline: June 2nd, 2012

How to Apply: Please visit www.healthebay.org/jobs to e-mail cover letter and resume.

Heal the Bay is an equal opportunity employer and actively recruits to promote diversity in our workforce.

Heal the Bay
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