Aquarium of the Bay

K-12 Outreach Coordinator

Aquarium of the Bay, an equal opportunity, nonprofit employer, is seeking energetic and reliable applicants for the K-12 Outreach Coordinator position.

Bay.org is a new umbrella 501 (c) (3) nonprofit organization encompassing five divisions – Aquarium of the Bay, The Bay Institute, EcoCenter, Bay Model Alliance and Sea Lion Center – that is launching publicly in 2015. Collaboratively, divisions work together to carry out our shared mission: To protect restore and inspire conservation of San Francisco Bay and its watershed, from the Sierra to the Sea.

The K-12 Outreach Coordinator will play a pivotal role in the planning, coordination and execution of all our BayMobile programs and events at K-12 schools within the 9 Bay Area counties and occasional community events/festivals. The program utilizes live animals, hands-on science experiments, and multimedia presentations to explore the topics of climate change, transportation choices, and the San Francisco/Northern California ecosystems. The K-12 Outreach Coordinator will report to the Aquarium’s Education Manager (and Director of Education & Conservation). For more information about the Aquarium, please visit www.aquariumofthebay.org.

RESPONSIBILITIES

- Responsible for planning and execution of standards-based outreach programs to Bay Area K-12 schools and community outreach events/festivals. The programs focus on the topic of climate change, transportation choices, and the San Francisco/Northern California ecosystems. This includes but is not limited to:
  - Managing existing (and updating as needed) lesson plans for K-12 audiences;
  - Teaching programs;
  - Developing supplemental training materials for Aquarium staff and supplemental teacher materials for teachers and students;
  - Hiring and training staff to lead programs;
  - Acquiring and maintaining program supplies, including oversight for outreach vehicle;
  - Communication with teachers and event coordinators to schedule programs;
  - Evaluation of programs and staff; and
  - Working collaboratively with funders, content partners, and other organizations to continue to refine and grow programs.
• Working with other departments as needed for the execution of programs, including:
  o Marketing and Communication staff on program promotion, collateral, website, and graphic
design;
  o Facilities staff on animal life support and outreach vehicle maintenance;
  o Animal care staff on program animal care; and
  o Development staff on grant proposals and reporting.
• Act as a member of the Education & Conservation Department’s leadership team.
• Representation for the Aquarium and BayMobile programs within the local environmental
education, climate change communication and K-12 education communities.
• Assist the Director of Education & Conservation and/or Education Manager on special projects and
new tasks as needed.
• The Director of Education & Conservation reserves the right to modify duties and responsibilities of
the K-12 Outreach Coordinator, as necessary.

REQUIRED QUALIFICATIONS AND EXPERIENCE:*
• College degree and relevant work experience in environmental science, ecology, earth science
and/or education.
• Previous project and staff management experience.
• Previous environmental education teaching and program design/evaluation experience.
• Excellent writing and communication skills.
• Experience with PC’s, Microsoft Office programs, and iPads.
• Must be able to stand up to eight hours and lift up to 50 lbs.
• Must have a valid California Driver’s License, or be able to obtain one, and a clean driving record.

ABOUT YOU:
• Interest and ability to be trained in San Francisco Bay ecology/natural history, framing of climate
change communication, and handling/care of program animals.
• This position is very people-oriented interacting with visitors, employees, students, teachers and
volunteers.
• Excellent organizational skills, decision-making/problem solving skills and ability to meet deadlines
are a must.
• Must ensure safe practices especially regarding regulatory requirements and laboratory equipment
use and procedures.
• Must be comfortable driving a large van in city traffic, and for distances up to 75 miles.
• Ability to stand for up to 8 hours in a single shift and lift 25 lbs.

HOURS AND COMPENSATION:
• Full-time position, exempt – 40 hours per week, Monday through Friday, 9:00 am to 5:30 pm.
• Occasional early morning, evening, and/or weekend work.
• Starting pay rate is $16-18/hour DOE, with periodic performance reviews and rate increases.
*Applicants who are persons of color and/or females who meet minimum qualifications are encouraged to apply. Bay.org is an equal opportunity employer.

**TO APPLY**

Please send a cover letter and resume for the attention Laura Canaya, Human Resources Director, at: HR@bay.org. Please put “K-12 Outreach Coordinator” in the subject line.

We will accept applications through March 15, 2015. Please no phone calls or faxed submissions.