



Education Partnership Manager Marine Science Institute

The Marine Science Institute (MSI) is a non-profit organization that provides hands-on science education for Northern California students. We accomplish this goal by providing distinct and innovative programs. The *Discovery Voyage Program* takes students on a four-hour, hands-on exploration of the San Francisco Bay Estuary. For the younger students, the *Shoreside Programs* emulate the shipboard science curriculum from the shore in our waterfront classrooms and lab. Our outreach programs bring live marine animals out to the schools. We serve approximately 50,000 students and adults per year, most of who are from the Greater Bay Area.

This is a full time position with primary responsibilities to increase visibility of MSI within the education community, develop partnerships with schools and other providers, and gather feedback about MSI programs that can be used in continuous improvement of MSI's programs and marketing efforts. This position is eligible to receive MSI's medical and dental benefits and participate in MSI's 403B plan.

Position Responsibilities:

- Responsible for managing school program project activities in order to meet grant goals.
- Is the project link between the schools and MSI.
- Provides detailed reports to Development Department.
- Works with schools/teachers and other organizations to create collaborations.
- Markets programs to schools to fulfill project commitments and works closely with schools and School Programs Coordinator.
- Builds relationships with the community and creates ambassadors for MSI.
- Plans and manages events to promote school programs.
- Be a member of the Social Media team, write blogs and perform analytics.
- Establish robust metrics to measure use and impact of MSI's social media tools and downloadable teacher resources.
- Conducts surveys and assists in evaluation processes.
- Teaches MSI programs and performs other duties as needed.

Qualifications:

- Bachelor's Degree
- Computer literate, PC software including Excel, Word, Database management such as Salesforce and email marketing tools.
- Experience in use of and measurement of impact of social media applications, specifically Facebook, Instagram, and Twitter.
- Highly organized and detail oriented.
- Knowledge of local schools and school systems desirable.
- Strong knowledge of the Ocean Literacy Principles, Common Core and NGSS.
- Excellent communication and people skills required.

Salary: DOE

How to Apply:

Submit resume and cover letter describing your qualifications and interest in this position to Marilou Seiff at Marilou@sfbaymsi.org.

Inspiring respect and stewardship for the marine environment through experiential learning.