



## MARINE SCIENCE INSTITUTE JOB POSITION School Programs Coordinator

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.

The School Programs Coordinator provides administrative support for MSI's primary activity, the School Programs. This is a full-time position that reports to the Executive Director. This position is eligible to receive MSI's medical and dental benefits and participate in MSI's 403B plan.

### Responsibilities:

- Primary link between schools and the Institute:
  - Schedules MSI education programs
  - Prepares program invoices, contracts, and follows up on program accounts receivables
    - Tracks and organizes all credit card transactions
    - Makes bank deposits for all departments
  - Send teacher sponsorship letters
- Responsible for managing school program information using the Salesforce database
  - Provides analysis of databases for future improvements
  - Provides reports to Development Department
- Provides program details for instructional staff
  - Enters all program bookings on the online staff scheduling calendar
  - Provide additional details for offsite programming
- As a member of the education programs team, helps set, meet and evaluate organizational goals and objectives
- Responsible for updating and maintaining *School Programs* section of website
- Assists in marketing MSI's programs to local school districts
- Teaches education programs, as needed
- Supports Marine Camp Manager using web-based registration system
- Provide day-of support for Earth Day and other major MSI events
- Provides administrative support, answers phones, maintains and orders office supplies

### Qualifications:

- College degree
- Proficient in PC based Windows, Excel, Word, Access, and Power Point
- Highly organized and detail oriented
- Excellent communication and people skills required
- Flexible and creative team member

- Excellent writing and proofreading skills
- Knowledge of local schools and school systems desirable
- Program invoicing, contracting, and database management experience desirable

**Salary:**

\$45,000

**How to Apply:**

Submit resume and cover letter describing your qualifications and interest in this position to Marilou Seiff at [Marilou@sfbaymsi.org](mailto:Marilou@sfbaymsi.org).