



LAND PROGRAM MANAGER JOB ANNOUNCEMENT

The Marine Science Institute (MSI) is a non-profit science and environmental education organization offering hands-on programs that excite and enlighten students about science. We are seeking a dedicated and experienced Land Program Manager to join our team. This is a full-time, salaried position with occasional evening work. This position is eligible for MSI's medical and dental benefits and participation in MSI's 403B plan. This position will work some Saturdays each month.

Salary: Starting at \$66,560- DOE, Position open until filled

Primary Responsibilities:

- Hire and train Marine Educators in collaboration with the Ship Program Manager
- Manage, support, and schedule Education staff
- Oversee curricula and logistics of land-based programs
- Maintain educational equipment and vehicles
- Coordinate and manage special land-based programs, such as afternoon programs
- Evaluate Marine Educators' performance consistently

Secondary Responsibilities:

- Evaluate and refine land-based programs, including curricula and staff training manuals
- Teach land-based programs as needed
- Develop curriculum for new MSI programs
- Keep relevant land program information current on the MSI website
- Complete all other duties necessary to fulfill primary responsibilities

Qualifications:

- Minimum of a BA or BS in Biology, Marine Sciences, Environmental Science, Outdoor Education, Education Administration, or a related field
- Administrative experience with exceptional communication and interpersonal skills
- Familiarity with Office Suite and customer relationship management (CRM) software
- Knowledge of basic accounting principles, including developing and tracking program budgets
- Ability to organize, prioritize, and efficiently complete varied tasks
- Excellent writing and proofreading skills
- Ability to attend to detail, meet deadlines, and work with a high degree of accuracy
- Flexible and creative team member
- Knowledge of NGSS
- Current CPR and First Aid certification
- Current driver's license and reliable transportation

How to Apply:

Submit a resume, cover letter, and two references to:

Marine Science Institute

Attn: Marilou Seiff

500 Discovery Parkway

Redwood City, CA 94063

Email: marilou@sfbaymsi.org