



EDUCATION PARTNERSHIP SPECIALIST 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 Education Partnership Specialist to join our team. This is a full-time position reporting to the Head of the Program Department and includes 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:

- Market MSI programs to public, private, and home schools and community partners to meet program goals (achieving 90% of the goal)
- Conduct surveys and analysis for evaluation/booking processes
- Plan and manage events to promote school programs
- Work with the School Program Coordinator on current booking systems to optimize processes and increase revenue
- Oversee the development, maintenance (including data uploads), and optimization of Salesforce systems to support organizational efficiency and data-driven decision-making

Secondary Responsibilities:

- Teach MSI programs
- Update and maintain relevant webpages
- Manage survey tools
- Provide input to the Development Department for grant needs
- Build relationships with the community and create ambassadors for MSI
- Perform other duties as needed

Qualifications:

- Minimum of a BA or BS in Marketing, Education, Communications, Biology, Marine Sciences, Environmental Science, or a related field (or equivalent experience)
- Two years of marketing experience or working with schools
- Computer literate, familiarity with Office Suite, database management (such as Salesforce), and email marketing tools
- Highly organized and detail-oriented
- Knowledge of local schools and school systems
- Strong knowledge of the Ocean Literacy Principles, Common Core, and NGSS
- Excellent communication and people skills required
- Strong writing skills
- 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