



Education Coordinator Job Description

Reef Relief, Inc.

Key West, Florida

Reef Relief is a non-profit membership organization dedicated to improving and protecting our coral reef ecosystem.

Our Goals:

- Focus on rigorous science to educate the public & advocacy toward policymakers to achieve conservation, protection, and restoration of coral reefs
- Increase public awareness of the importance and value of living coral reef ecosystems
- Increase scientific understanding and knowledge of living coral reef ecosystems
- Strengthen grassroots community-based efforts to protect coral reef ecosystems
- Design, develop, support, and implement strategies for marine protected areas associated with coral reef ecosystems
- Encourage and support eco-tourism as part of sustainable community development that protects and preserves coral reef ecosystems
- Strengthen our organizational capacity to carry out our mission

Job Description: The Education Coordinator is responsible for providing marine science education to students within the Monroe and Miami-Dade County school districts and supporting Reef Relief community outreach programs. They will create new and engaging curriculum for students in preschool through high school and present interactive lessons in classrooms, at summer camp, and in the field. The Education Coordinator will work closely with and report to the Assistant Executive Director and Education Director. Additional responsibilities include producing educational content for social and earned media platforms, assisting with biannual fundraisers, editing, and maintaining educational information on the Reef Relief website, and producing new content for our Virtual Marine Science classroom.

Primary Tasks:

- Create new educational presentations and develop interactive activities for various marine science topics such as coral reefs, environmental issues, marine megafauna, climate change, water quality, marine protected areas, and more
- Reach out to schools and teachers to schedule school visits and field trips
- Assist in hiring and managing the Education Intern and Coral Camp Education Interns
- Responsible for coordinating and leading all Coral Camp programs
- Recording school numbers, student reach, and other deliverables in the Discover Coral Reefs School program data base to stay on track with our mission and yearly goals
- Establish relationships with local marine science organizations and instructors
- Assist Education Director in advertising Reef Relief education programs through monthly newsletters, earned media, the website, and social media

Secondary Tasks:

- Assist in the creation of new retail items
- Marine Park buoy maintenance
- Distribution Reef Relief materials throughout the Florida Keys Help with various fundraising ideas and events
- Grant writing
- Other duties as assigned

Minimum Qualifications:

- BA/BS in education, environmental science, marine science, or other relevant field of study
- Must own a reliable car for travel purposes
- Must have a working laptop
- Experience with Microsoft office, in particular PowerPoint
- Experience designing and implementing educational material
- Must have advanced snorkeling skills
- Familiarity with K12 Florida State Standards and the ability to incorporate guidelines into the Discover Coral Reefs School Program.
- Must have a background in marine science and be familiar with Caribbean/Atlantic coral reef ecosystems

Preferred Qualifications:

- 1-2 years' experience in teaching students from pre-kindergarten through high school
- Experience working at an outdoor day camp
- Ability to use a GoPro or similar camera to take underwater photos of marine life and students during snorkel trips
- Current First Aid/CPR certificate (or the ability to acquire certification before start date)

Salary Information: Starting \$34,000/year

Schedule Information: Average Hours Per Week: 40

- Monday to Friday, with the occasional weekend events

To apply: Please send cover letter and resume reefrelief@gmail.com

*Please make the subject of your email "ReefRelief_Education_LastName"

Education Director Hiring Schedule:

8/18/23 (Phase I): Coordinator applications due by 10am EST

8/28/23 and 8/29/23 (Phase II): Interviews

9/18/23: Coordinator start date

- Applicants accepted into Phase II of the application process will be invited to interview with Reef Relief staff and will be expected to provide two reference contacts and create and present a 15-20 minute Introduction to Coral Reefs lesson at the time of the interview
- Please email us at reefrelief@gmail.com with any questions

*Please note that not all applicants will be offered an interview in Phase II of this application process.