



**NATIONAL
MARINE
SANCTUARY
FOUNDATION**

NATIONAL MARINE SANCTUARY FOUNDATION O‘ahu Outreach and Education Coordinator JOB ANNOUNCEMENT

Location: The Daniel Inouye Regional Center (IRC) at Ford Island, O‘ahu
Supervisor: Hawai‘i Director

The National Marine Sanctuary Foundation (Foundation) – a private, non-profit organization dedicated to strengthening and promoting U.S. national marine sanctuaries and marine monuments – is seeking an Outreach and Education Coordinator who will work within the offices of the Papahānaumokuākea Marine National Monument (PMNM) to implement outreach and education programming about PMNM on behalf of the Monument and the Foundation.

Position Overview

Working collaboratively as part of a multi-agency team, the O‘ahu Outreach and Education Coordinator is responsible for working with the Papahānaumokuākea Marine National Monument (PMNM) communications, outreach and education staff on the island of O‘ahu to plan and implement outreach and educational programming about PMNM for K-12, secondary, and post-secondary students, teachers, Hawaii’s communities (with a special emphasis on the Native Hawaiian community) and the general public. The Coordinator works with government, community, and academic partners to plan, coordinate, and facilitate educational and outreach activities on O‘ahu and throughout Hawai‘i as needed, and supports Sanctuary education and outreach programs and events. The position requires the performance of a highly independent professional who provides impactful educational and outreach programs and services to support the mission of PMNM.

Responsibilities:

- Informs and educates teachers, students, communities and stakeholders effectively, appropriately and strategically about PMNM;
- Develops, updates, and compiles curriculum, presentations, and educational resources used in lessons and activities about PMNM and, taking into consideration the established Navigating Change program, ensures that PMNM education materials are aligned with State and National education standards;
- Develops, integrates, and promotes new materials and tools, which may include online tools for collaboration, interactive mobile device apps and video tools to support educational programming as needed;
- Ensures education and outreach program effectiveness towards achieving PMNM goals;
- Recommends and implements changes as appropriate;



- Designs, promotes, and leads teacher and student workshops, taking into consideration the Navigating Change program and other PMNM curricula as needed;
- Works with local universities and organizations, teacher training institutes, and communities to arrange workshops and venues, as well as with voyaging canoe communities and outdoor environmental programs to arrange meaningful field experiences for education and outreach program participants;
- Coordinates outreach events on behalf of PMNM, when called upon;
- Maintains communication with a network of educators and partners (NOAA, USFWS, State of Hawai'i, Kamehameha Schools, Bishop Museum, Polynesian Voyaging Society, University of Hawai'i, and others);
- Manages and updates education and outreach contact lists;
- Facilitates, coordinates, and networks with educators, partners and stakeholders to ensure integration of Native Hawaiian perspectives in relation to PMNM;
- Coordinates with PMNM Native Hawaiian program staff on Native Hawaiian enrichment programs within PMNM;
- Engages students in place-based, experiential activities like ecosystem restoration as a catalyst for applying lessons from the Monument as described in the Monument Management Plan and other documents;
- Participates in the development, planning, and execution of other Monument education programs as part of the PMNM Education Team;
- Organizes and facilitates multiple staff for presentations, events, and classroom visits, and to produce education and outreach materials, exhibits, and field education programs;
- Assists with social media updates ; and
- With a spirit of flexibility and mutual team support, undertakes tasks as needed and assigned for overall team success.

Qualifications:

- Bachelor's Degree from an accredited four (4) year college or university in Education, Teaching, Hawaiian Studies, or related field;
- Three to five (3-5) years of experience in formal or informal education;
- Experience in conducting workshops, evaluating education programs, and working in communities with diverse cultural and/or socioeconomic backgrounds;
- Experience in developing curricula;
- Knowledge of natural history of the Hawaiian Archipelago, including the Northwestern Hawaiian Islands, and knowledge and experience of Hawaiian culture and history;
- Experience with Native Hawaiian Education, which may include Native Hawaiian charter schools, language immersion schools or culturally based curricula;
- Able to attend to details, effectively prioritize a variety of competing tasks under strict timelines and meet multiple deadlines, and approval processes;



- Excellent written and oral communications skills;
- The ability to deliver high quality products and services to both external and internal clients and partners, in accordance with agreed upon time schedules;
- The ability to work collaboratively with a team or independently;
- Works effectively within competing deadlines and often under time-sensitive deadlines;
- Able to attend to details, effectively prioritize a variety of competing tasks under strict timelines and meet multiple deadlines, and approval processes, while adhering to appropriate Foundation and ONMS clearance procedures;
- Experience with desktop editing and layout software is a must. Experience with video production equipment and editing software is desired;
- The ability to work evenings and weekends, and travel both in and out of Hawai'i for training and other programmatic needs;
- Able to travel on small ocean craft; and
- Familiarity working with the government and non-government organizations.

Reporting: The position will be based in the Daniel Inouye Regional Center at Ford Island, O'ahu. The Outreach and Education Coordinator will coordinate day-to-day activities with Communications, Outreach and Education staff on O'ahu and will report to the Hawai'i Director.

Compensation and Benefits: Salary \$45,000 - 47,000 with benefits. The Foundation offers a competitive benefits package that includes health and dental insurance, life insurance, and a retirement savings plan.

Start Date: As soon as possible

To apply: Applications should include a cover letter, résumé, list of references, and three writing samples to Applicants@marinesanctuary.org. Please be sure to put "O'ahu Outreach and Education Coordinator" in the subject line. Applications received prior to March 15, 2018 will be given priority consideration. No phone calls please.

The Foundation is an equal opportunity employer and actively works to insure fair and equal treatment of its employees.

About the National Marine Sanctuary Foundation (Foundation): The Foundation connects people to the underwater places that define the American ocean—national marine sanctuaries. The Foundation is the private, non-profit partner to the federally managed National Marine Sanctuary System. The Foundation is dedicated to protecting and supporting national marine sanctuaries through advocacy, education, public awareness, and conservation. For more information, visit www.marinesanctuary.org.