

Marine Education Manager

POSITION

Position to start: December 1st, 2020
Term of employment: 1 year renewable
Location: Little Cayman Island
Manager: Research Director - Dr. Gretchen Goodbody-Gringley

SUMMARY

CCMI's key strategic goal is to become the premiere research institution, unlocking the clues to coral reef resilience and bringing relevant science to society. We seek extraordinary employees to help us bring to focus the positive changes that can occur when we reduce human impact on the planet. With this in mind, we seek to hire a mature, experienced **marine educator** to manage the CCMI sponsored and visiting education programs.

Through science education, outreach and communications, the Marine Education Manager will inspire a more sustainable marine environment. CCMI's programs aim to strengthen ocean literacy and ocean stewardship in the Cayman Islands; promote minority representation in science; and train and mentor a local workforce who value healthy oceans.

ROLES AND RESPONSIBILITIES.

The primary responsibility is to manage CCMI's education programs and the sponsorships that support the programs.

1. Program delivery

- Manage all aspects of program delivery for all sponsored and paid K-12 education programs (outlined below), including developing curriculum, teaching, enrolling students and corresponding with schools, parents and students, and completing evaluations that inform impact reports.
- Provide ancillary support to visiting university level programs/courses including assistance with planning, logistics, and execution.
- Execute and complete the Reefs the Go Live program as outlined in the grant proposal which involves such activities as building a teacher network (local and regional) that use the RGL resources and inform CCMI with needs for virtual learning for the future, creating outreach materials, and writing reports.
- Recruit and mentor Marine Education Interns and Caymanian Ocean Science Scholars
- Establish CCMI as a certified education institution in the Cayman Islands.
- Establish and manage an active alumni program
- Manage the overall education program budget, including individual budgets for each course/program

2. Program development and reporting

- Develop and prepare proposals to renew and build upon CCMI's K-12 Education Program.
- Establish new relationships with undergraduate institutions to increase visiting courses.
- Prepare program content and feedback for the advancement team for communications, sponsors/stakeholders, including content for social media, website, newsletters and the press
- Prepare reports for all education activity for annual reports, education end of year report, and individual program reports.
- Participate and assist with execution of local outreach events.

Current Sponsored Programs include:

1. Ocean Science Scholars (OSS) Internships
2. Young Environmentalist Leadership Course (YELC)
3. Caribbean Marine Ecology Camp and associated scholarship programs
4. Reefs Go Live

Paid Programs include:

1. Visiting university programs
 2. Local school marine ecology courses
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REQUIREMENTS

- BSc in Marine Science or related field
 - Minimum 5 years of post-graduate experience in marine science education **OR** Master's degree in education/marine science + 2 years experience in marine science education
 - Experience teaching and developing marine science curriculum for K-12, university, and citizen scientist programs
 - Must be a certified scuba professional, divemaster or above (with scientific diving experience preferred)
 - Experience with grant writing, tracking, and management
 - Excellent computer, analytical, and abstract reasoning skills
 - Excellent organizational, communication, and team building skills
 - Excellent interpersonal skills and open to direction in a collaborative working environment
 - Willingness to work odd hours when required to deliver a program
 - Ability to reside on Little Cayman for significant periods of time (permanent residency preferred)
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OFFICE GUIDELINES

Work week: 5 days

Location: Primarily based on Little Cayman Island

SALARY AND BENEFITS

Commensurate with experience

TO APPLY: please send a cover letter, CV, and two letters of recommendation as a single PDF to jobs@reefresearch.org. Applications must be received before Oct. 15 to be given full consideration.