



POSITION DESCRIPTION

JOB TITLE:	Education Outreach Coordinator
SALARY RANGE:	Commensurate with experience
LOCATION:	Tavernier, Florida
JOB STATUS:	Full Time, Exempt plus occasional special events
SUPERVISOR:	Education Program Manager, CRF™
SUBMISSION:	Email application materials to: Derek@coralrestoration.org

APPLICATION MATERIALS

1. Cover letter that speaks to your interest in being a part of CRF™ conservation mission and what you can bring to this dynamic team in this role (limit 1 page).
2. Resume presenting related experience concisely and directly addressing items in this position description (limit 2 pages).
3. Contact information and relationship to applicant for two references. Please note, if applicants are formerly associated with CRF™, references should come from outside the current CRF™ Team.

ABOUT THE CORAL RESTORATION FOUNDATION™

CRF™ is a United States (US) 501(c)3 tax-exempt non-profit ocean conservation organization. The core mission of CRF™ is to restore coral reefs, to educate others on the importance of our oceans, and to use science to further coral research and coral reef monitoring techniques.

CRF™ does not believe that the plight of coral reefs in the 21st century is hopeless. In fact, CRF™ has developed a strategy for coral reef restoration that exists at the intersection of three core CRF™ programs: (1) restoration, (2) science, (3) education and (4) global.

Total CRF™ contributions and other financial support were approximately \$3.1 million in 2019, \$3.5 million in 2020, \$4.7 million in 2021 and \$5.9 million in 2022. This growth in public and private support is proportionately reflected in growing staff activities such as nursery maintenance, coral transplantation, data collection, boat and warehouse operations, contract negotiation and compliance, and other administrative activities. Funding has been a mix of public grants and foundation donations. In recent years CRF™'s contributions to reef restoration have been acknowledged through numerous accolades and consistent media coverage.

CORE VALUES

The chosen candidate should embody the core values of CRF™. This includes the ability to be team-oriented, and able to work with a diverse group of staff, interns, volunteers, donors, and community members.

CRF™ Values Statement: CRF™ is driven by action and results. CRF™ believes that through education and innovation, we provide hope for coral reefs and future generations. We act with honesty, respect, and integrity at all times as representatives of the organization. CRF™ promotes a positive working environment that values teamwork, education, and financial stewardship of the resources entrusted to us. We cultivate an immersive environment to develop employees, volunteers, and interns through mentorship.



ESSENTIAL FUNCTIONS

The Education & Outreach Coordinator (EOC) position is for the purpose of growing and coordinating our partnerships with local schools and educational organizations, as well as supporting all programs within the Education Department, reporting to the Education Program Manager. The current Education Program exists to inspire and train others to take action in order to improve the health of the world's reefs, using our work as example. This is done by (1) execute training programs, externally and internally, whereby participants can actively participate in the restoration of coral reefs, either as part of existing projects or through the development of their own projects, and (2) dissemination educational materials so that students of all ages (nationality and language) can better appreciate the world's coral reefs, understand their current plight, and learn how they can make a difference in protecting and restoring coral reef ecosystems.

RESPONSIBILITIES (Including, but not limited to)

- Process and record all gifts received via check, ACH, stock, website, and third-party sites.
- Coordinate and facilitate logistical and educational aspects of CRF™ Educational Outreach Program both locally and globally: including but not limited to education workshops, teacher training workshops, digital education talks, public speaking engagements, after school programs, summer camps, Girl Scout badge progression, online academy, education grant projects, community booth engagement, and citizen science programming.
- Work collaboratively with the Education Program Manager and Associate(s) to expand, mentor, streamline, and coordinate the distribution of CRF™ educational curriculum, or other projects.
- Manage the creation and logistical planning of quality programs to meet constituents' expectations.
- Spearhead communications with constituents before, during, and after programs.
- Manage program income, invoices, and expense reporting.
- Interact with communities, partnerships, and any organization (in any method) that engages youth.
- Coordinate and facilitate the backend (ordering, replacing, updating) educational equipment needs for programs, based on Education Associate(s) reporting.
- Teach education programs as needed.
- Develop partnerships with educational organizations.
- Monitor education program registration.
- Creation and management of large scale edutainment events and grant affairs

Other Duties

- Support CRF™ staff and departments in all aspects of CRF's annual Coralpalooza event.
- Assist with maintenance of Exploration Center as requested or directed.
- Assist in special projects with other departments as requested or directed.

REQUIRED SKILLS AND KNOWLEDGE

- Bachelor's degree in Environmental Education or related field.
- Two to Four years of experience as an Environmental Educator.
- Proficiency in Microsoft Excel and Word with a strong understanding of general computer technology
- Agent of change – anxious to improve self, business process, data quality and business performance
- Deep integrity, with an unwavering commitment to ethical behavior and safety.
- Consistently demonstrate professional, positive, and approachable attitude/demeanor and remain discrete.



- Excellent organizational skills and ability to work on multiple tasks simultaneously.
- Excellent communication skills, both oral and written.
- Ability to work creatively and constructively with others and contribute to a team environment.
- Ability to work nights and/or weekends often with little prior notice.
- Valid driver's license.

PREFERRED QUALIFICATIONS

- Preference will be given to applicants that have experience working with non-profits and a passion for marine conservation.
- Excellent presenting / performance skills
- Some administrative and supervisory experience
- Experience in grant writing and /or meeting grant obligations.
- Advanced or greater dive qualification through an internationally recognized certification agency
- Current CPR, First Aid and Oxygen Administration Instructor.
- Current dive insurance.

PROBLEM SOLVING ATTRIBUTES

- Critical thinking to adapt or modify processes in response to changing circumstances.
- Look forward and plan accordingly keeping long-term goals and priorities in mind.
- Solve routine problems independently; consult with colleagues/management for unusual or complex problems.
- Clearly and professionally articulate solutions, support, and help to a diverse staff with varying technological needs and experiences.

TEAMWORK AND EFFECTIVE COMMUNICATIONS

CRF™ operates with a small staff of approximately 30 people and relies on our seasonal interns as well as local volunteers to accomplish our mission. We are a lean operation, and teamwork is crucial to our success. Being an effective team member means working collaboratively with your fellow staff members and being a positive example to our interns and volunteers. Interested candidates should be able to work well with and communicate with a diverse group of people including fellow staff, interns, volunteers, the public, donors, and partners.

WORKING CONDITIONS/PHYSICAL EFFORT

Work requires high levels of physical exertion and/or physical strain. Must be able to carry 65 pounds and able to lift 35 pounds overhead. This position is expected to perform 3 shallow-water scuba dives for up to 5 consecutive days per week. Work environment involves frequent exposure to various elements (sun, heat, wind, rain, cold, etc). Typical work week is 9am-5pm, 5 days a week, inclusive of weekends. Additionally, a willingness to travel and work flexible hours is essential. This individual will be expected to scuba dive as well as work in an office to complete related administrative tasks. CRF™ requires Covid Vaccination (subject to applicable federal/state guidelines) to join our team.

Coral Restoration Foundation™ is an Equal Opportunity Employer.