



POSITION DESCRIPTION

JOB TITLE:	Temporary Education Specialist
SALARY RANGE:	Commensurate with experience
LOCATION:	Key Largo, Florida
JOB STATUS:	Temporary (Salaried for Six Months)
SUPERVISOR:	Director of Education, CRF™
SUBMISSION:	https://www.research.net/r/crftemp

APPLICATION MATERIALS

1. Cover letter that speaks to your interest in being a part of CRF™ conservation mission and your teaching experiences that would support this role (limit one page).
2. Resumé presenting related experience concisely and directly addressing items in this position description (limit one page).
3. Contact information and relationship to applicant for two references.

ABOUT 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.

ESSENTIAL FUNCTIONS

This position is designed to strengthen CRF's partnerships with Monroe County Schools as part of the *Coral Reefs and You* EPA grant. The temporary associate will work closely with the education team to ensure effective planning, delivery, and growth of our school programs.

At the heart of CRF's education program is a mission to inspire and empower the next generation of ocean stewards by connecting them directly to coral restoration efforts. Through hands-on training programs, our team equips participants with the knowledge and tools needed to understand reef ecosystems and take meaningful action in their protection and restoration.

The person in this role will play a key role in advancing this mission by:

- Supporting the coordination and implementation of key educational initiatives, including the EPA-funded *Coral Reefs and You* classroom program and snorkel-based field trips.
- Supporting edutainment outreach events, both in-person and virtually, that engage the public in fun, informative ways.
- Contribute to the advancement and expansion of all snorkel-related programs.
- Helping to manage relationships with educators, organizational partners and snorkel operators, ensuring that CRF's programs continue to meet the evolving needs of schools and communities.

RESPONSIBILITIES

- Execute and supervise in-classroom education in accordance with CRF's *Coral Reefs and You* program.
- Support logistical and educational aspects of CRF Educational Outreach Program, including but not limited to education workshops, after school programs, summer camps, in-school programming, snorkel trips, and other field trips.



- Prepare and maintain inventory of hands-on materials and lesson plans for workshops, outreach events, snorkel trips, and other educational programming.
- Liaise on site between schools and CRF staff and interns.
- Mentor and advise interns regarding educational workshops, including evaluating and supporting learning on various topics such as teaching techniques, public speaking, and community engagement.
- Assist Education Field Coordinator with snorkel program and field trip logistics and serve as on-site "Coral Crew" during student field trips.
- Snorkel and swim in open ocean, while guiding groups of students and chaperones in nursery and reef sites.

Other Duties

- Support upkeep and educational readiness of the CRF Exploration Center as needed.
- Collaborate on special projects with other CRF departments, depending on organizational needs.

REQUIRED SKILLS AND KNOWLEDGE

- Bachelor's degree in environmental education or related field.
- 1-3 years of education experience, preferably in environmental fields and working with students ages 8 to 18.
- Strong swimming skills with ability to snorkel in open ocean with students and chaperones.
- Hold current First Aid and CPR Certifications.
- Strong communication skills; ability to communicate with teachers, coworkers, supervisors, interns, and resolve issues across teams.
- Familiarity with Microsoft suite (Word, Excel, Outlook, etc).
- Strong public speaking skills.
- Active driver's license and US phone number.
- Reliable personal vehicular transportation.
- Willingness to drive throughout the Florida Keys to visit schools, sometimes up to five hours of travel in one day.
- Ability to clear a level 2 background check with Monroe County public school district.

PREFERRED QUALIFICATIONS

- Preference will be given to applicants that have experience working with non-profits, teaching in a classroom and field setting, and a passion for marine conservation.
- Excellent presenting / performance skills.



- Work with a diverse public group.
- Clearly articulate tasks by explanation and demonstration.
- Consistently demonstrate professional, positive, and approachable attitude/demeanor and discretion.

PROBLEM SOLVING ATTRIBUTES

- Critical thinking and ability to adapt or modify processes in response to changing circumstances.
- 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 and interns with varying technological needs and experiences.

TEAMWORK AND EFFECTIVE COMMUNICATION

CRF™ operates with a small staff of approximately 30 people and relies on our expansive internship program 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 fellow staff members and being a positive example to CRF 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

Typical work week is 5 days per week over the course of Monday through Sunday, 9-5pm or modified to meet mission expectations. Work may require some physical strain, and candidates must be able to carry 25 pounds. A willingness to travel locally and work flexible hours (e.g. for community events or at offsite facilities) is essential. Work environment involves frequent exposure to various elements (sun, heat, wind, rain, cold, etc.). CRF™ requires Covid Vaccination (subject to applicable federal/state guidelines) to join our team.

Coral Restoration Foundation™ is an equal opportunity employer.