



Pacific
Shellfish
Institute



120 State Ave NE #1056, Olympia, WA 98501 www.pacshell.org

Fostering sustainable shellfish & a healthy marine environment through research & education

JOB ANNOUNCEMENT

Education and Outreach Manager

Terms: Flexible, 20-40 hours/week, with benefits.

Wage: \$24-30/hour DOE

Deadline: Initial review of applications begins March 31. Applications accepted until filled.

Position Summary

The Education and Outreach Manager manages all aspects of PSI's environmental education (EE) program. The EE mission is to provide the community with science-based, hands-on learning opportunities related to shellfish, water quality and Puget Sound stewardship. This includes grant writing, program development and execution, fostering partnerships, social media, and reporting back to PSI's funders, board of directors, and other stakeholders. Historically, PSI educators have been both scientists *and* educators allowing us to provide students with career connections, job skills and locally based case studies. As such, the position also assists with lab and field work related to ongoing PSI research projects as needed.

Primary Job Responsibilities

- **Grant Writing** Develop grant proposals and manage project and program budgets. Oversee project implementation.
- **Communication** Communicate consistently with PSI staff, teachers, School District Science Coordinators, Thurston ECO Network members, students and general public.
- **Program development** Design education and outreach activities including curricula, classroom presentations, field trip and community presentations.
- **Program delivery** Conduct classroom presentations, field trips, community lectures and other outreach events.
- **Reporting & Sharing** Communicate program results through progress reports, final reports, conference presentations, meetings, and social media.
- **Research support** Assist with PSI lab and field work as needed.

Job Qualifications

- Bachelor's degree in natural resources, education, environmental science, or related field
- Proven leadership ability and five years of professional experience, preferably working in the environmental field.

- Experience writing and managing grants
- Excellent communication skills, both oral and written
- Experience, comfort and enthusiasm presenting to K-12 students and general public
- Ability to build relationships with diverse community members and partners
- Experience managing multiple priorities and deadlines
- Experience developing outreach and behavior change strategies for the public
- Familiarity with Next Generation Science Standards, and Community Based Social Marketing
- Knowledge of shellfish and water quality issues including ocean acidification, marine debris, fecal pollution and eutrophication
- Proficiency with Microsoft Word, Excel, Power Point, Adobe Acrobat, Google platform, Mailchimp, Facebook and Instagram
- PSI staff are expected to have a valid driver's license and a reliable personal vehicle for transportation, reimbursed at federal mileage rates.

Physical Requirements and Working Conditions

- Work in inclement weather and on uneven terrain including rocky beaches & mud flats
- Move up to 40 lbs – mostly heavy buckets, totes, and field gear
- Occasionally work evening and weekends
- Certificate of COVID-19 Vaccination

Benefits

PSI offers a comprehensive benefits package which includes medical insurance premium reimbursement, HSA contributions, an individual retirement account (IRA), holiday and personal leave, and 10 paid holidays annually.

Work Location

PSI's Olympia office, with the option to work remotely part of the time. Education and outreach activities are performed predominately in Thurston, Mason, Lewis and Pierce Counties, but may extend throughout the state. Field work opportunities span the entire U.S. West Coast.

Application Instructions

Email inquiries only please. To apply, submit a cover letter, resume, and writing sample to:

Bobbi Hudson, Executive Director

bobbi@pacshell.org

Pacific Shellfish Institute is committed to attracting and retaining a diverse staff, and we strive to create and maintain an environment that is inclusive, equitable and welcoming. All environmental education programs and services are offered free-of-charge without regard to race, color, religion, gender identity, sexual orientation, age, or disability.