



**Program Coordinator (full-time)
West Palm Beach, Florida**

ANGARI Foundation, a nonprofit headquartered in West Palm Beach, Florida, is seeking a Program Coordinator to manage, coordinate and oversee impactful education and outreach programs according to the Foundation's standards. The Program Coordinator will be an articulate, organized and motivated team player who is responsible for logistical planning and "boots on the ground" execution of programs and outreach events, as well as leading digital marketing for such programs and events. The Coordinator will be an integral part of the ANGARI team and will participate in and attend community events, conferences and fundraising meetings on behalf of the Foundation in order to support and communicate the Foundation's goals and key messages.

Primary Responsibilities:

1. Education Programs

- Lead and manage established citizen science and education programs
- Plan, oversee and attend local outreach events
- Develop, implement and improve science lessons and activities for classroom and outreach use
- Build and keep up-to-date webpages with educational materials
- Design creative and cost-effective promotional materials and graphics as needed
- Provide content for the creation of email blasts to promote programs and share successes, including regularly scheduled Foundation e-newsletters (4x/yr) and education e-newsletters (3x/yr)
- Plan and produce program content for the Foundation's social media calendar; analyze metrics and strategize in order to increase engagement for ANGARI Education (Facebook, Twitter, Instagram, YouTube and LinkedIn)
- Manage educator registration online platform
- Provide timely monthly program reports, including impact, reach, time effort, expenditures, etc., to Foundation President

2. General

- Assist with education expeditions onboard R/V *ANGARI*
- Maintain an accurate and complete contact database
- Participate in outreach events
- Photograph and film programs and events as required

3. Organizational Support

- Establish and foster relationships with community partners, registered educators and potential collaborators
- Identify and participate in events and conferences that benefit the Foundation
- Participate in Foundation fundraising efforts and events as requested



Required Knowledge, Skills and Abilities:

- Excellent written and oral communication skills
- Strong time-management and organizational skills, with an ability to multitask, meticulous attention to detail and successful track record in meeting deadlines
- Self-motivated and reliable; willing and able to take leadership responsibilities
- Flexible and demonstrates a willingness and ability to readily respond to changing circumstances and priorities
- Effective team player with a positive, can-do attitude
- Experience with social media platforms, specifically Facebook, Instagram, Twitter and LinkedIn
- Proficiency in Microsoft Office (Word, Excel, Powerpoint) and familiarity with Google Drive
- Must be fluent in English
- This position requires standing for long periods of time, sometimes on a rocking or moving vessel, and being able to lift at least 30 lbs.

Education and Experience:

- Bachelor's degree in relevant field, including environmental sciences and/or education
- Minimum 1-year experience working in nonprofit, education and/or science field

License/Certification Requirements:

- Must have current driver's license
- Must be able to pass Level 2 Background Check and random drug testing
- Standards of Training, Certification and Watchkeeping (STCW) for Seafarers (reimbursable after 90 days of employment)

Preferred Knowledge, Skills and Abilities:

- Fluent in Spanish
- Experience in science communications, scientific writing and/or journalism, including proper vetting and citation of sources
- Experience in classroom settings and working with formal and informal educators
- Experience in lesson creation and curriculum development
- Experience with setting and working within budgets
- Knowledge of National and Florida academic standards
- Knowledge of marine and/or environmental science and scientific research methods
- Experience in Adobe Creative Suite (Photoshop, Illustrator, Premiere Pro, Lightroom)
- Experience in website editing, specifically Wordpress, HTML, SEO
- Experience in photography and film, including editing skills
- Graphic design experience (Canva)
- Experience on boats

Hours: Full-time position, including occasional evenings and weekends.

Hiring Details: This is an entry-level position with opportunity for growth. All new hires must successfully complete 90 days of employment in order to be eligible for paid time off, personal days and comp days. Compensation range is \$38,000 - \$45,000 commensurate with experience.



Location: This position requires working out of ANGARI Foundation's headquarters in West Palm Beach, FL with occasional daylong expeditions working aboard R/V *ANGARI*. Some domestic and international travel may be required.

How To Apply: To apply, please submit a cover letter, resume, transcripts if recent graduate, and (3) references to Angela Rosenberg at angela@angari.org. Incomplete applications will not be reviewed. Applications will be accepted until the position is filled.

About ANGARI Foundation: ANGARI Foundation is dedicated to creating a global community that is interested, knowledgeable and invested in marine and environmental sciences by directly supporting research initiatives that foster a greater trust and dialogue between scientists and the public. ANGARI Foundation also uses innovative technology, film and other media to raise awareness and strengthen science education. Many of the Foundation's primary initiatives involve R/V *ANGARI*, a 65-foot vessel that serves as an exceptional research and education platform. Learn more at <https://angari.org>.

ANGARI Foundation Inc. does not discriminate in employment opportunities or in provision of services based on race, religion, color, national origin, age, sex, sexual orientation, marital status, disability or any other legally protected characteristics or factors.