



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

ANGARI Foundation, a nonprofit 501(c)(3) private operating foundation headquartered in West Palm Beach, Florida, is seeking a Program Coordinator to manage, coordinate and oversee the Foundation's flagship hands-on marine science education program *Coastal Ocean Explorers* (COE). The COE Program Coordinator will be an articulate, organized and motivated team player who is responsible for logistical planning and "boots on the ground" execution of impactful education programs and outreach events, as well as leading digital marketing for such programs and events. The COE Program 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 Roles and Responsibilities:**

1. Education Programs

- Lead and manage the established *Coastal Ocean Explorers: Sharks* program
- Plan, oversee, attend and run classroom visits
- Develop, implement and improve science lessons and activities for classroom and outreach use
- Schedule, plan, prep and execute COE expeditions with students and educators onboard R/V *ANGARI*, including follow-up with participants and handling and distribution of expedition related media
- Manage relationship and ensure deliverables are met by program lead scientist
- Survey participants and analyze feedback for continual program improvement and growth
- Build and maintain up-to-date COE program and expedition webpages, impact reports, sponsor packs
- Design creative and cost-effective promotional materials, graphics, email blasts, flyers and displays for the COE program
- Create and provide content for email blasts to promote the COE program and share successes, including regularly scheduled Foundation e-newsletters (4x/yr) and education e-newsletters (3x/yr)
- Plan and produce COE program content for the Foundation's social media calendar; analyze metrics and develop strategies to increase engagement for ANGARI Education (Facebook, X, Instagram, YouTube and LinkedIn)
- Work with local media to share the COE program with the general public and increase program support and sponsorships
- Keep the Foundation's reporting documents up-to-date and accurate
- Provide timely monthly program reports, including impact, reach, time effort, expenditures, etc., to Foundation President
- Help develop, manage and meet the program operating budget
- Maintain and develop relationships with educators, school administrators, sponsors and partners

2. General

- Assist with additional expeditions onboard R/V *ANGARI* as needed
- Maintain an accurate and complete contact database
- Participate in community outreach events and lead COE activities at these events
- Photograph and film programs and events as required

3. Organizational Support

- Establish and foster relationships with community partners, registered educators and collaborators
- Identify and regularly participate in networking activities, events, meetings and conferences for benefit of 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 writing content for and posting to social media platforms, specifically Facebook, Instagram, X and LinkedIn
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and familiarity with Google Drive
- Passion for and knowledge of marine and/or environmental science and scientific research methods
- Must be fluent in English
- Experience with project management and/or operations and logistics; experience with setting and working within budgets
- This position requires standing for long periods of time, sometimes on a rocking or moving vessel, and being able to lift at least 50 lbs.

**Required Education and Experience:**

- Bachelor's degree in relevant field, including environmental sciences, education and/or business
- Minimum 1-year work experience or equivalent internship experience in nonprofit, science and/or education fields

**Required Licenses and Certifications:**

- Must have current driver's license and U.S. Passport
- Must be able to pass Level 2 Background Check and ongoing random drug testing
- Standards of Training, Certification and Watchkeeping (STCW) for Seafarers (may be obtained within the first 90 days of employment)

**Preferred Knowledge, Skills and Abilities:**

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

**Position Hours:** This is a full-time position and requires occasional evenings and weekends. The position is based out of ANGARI Foundation's admin offices in West Palm Beach, FL. On average, the COE Program Coordinator's time breaks down annually as follows: 10% working in middle and high school classrooms; 10% working aboard the Foundation's research vessel on expedition; 5% exhibiting at community events; and 75% working in the Foundation's office.



**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 vacation days, personal days and comp days. Compensation range is \$43,000 - \$50,000 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*. Having access to and use of a reliable vehicle is required. Some domestic and international travel may be required.

**How To Apply:** To apply, please submit a cover letter, resume, transcripts if recent graduate (<2 years since degree earned), and at least (3) professional references in a single PDF file to Angela Rosenberg at [angela@angari.org](mailto:angela@angari.org) with "COE Program Coordinator" in the email subject line. 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.

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.