



Inwater Research Group's mission is to foster marine and coastal conservation through integrated research and education.

About the Organization: Founded in part to conduct challenging in-water assessments of marine turtles, Inwater Research Group (IRG) has extensive experience documenting and safely capturing sea turtles across species, size classes, and habitats. IRG has established multiple long-term projects to monitor changes over the extended time scales necessary to understand such long-lived species. IRG has successfully created a series of engaging and dynamic conservation education programs that meet the needs of both students and adults. Each of these programs follows the research conducted by IRG and harnesses the charisma of sea turtles to propel our mission of marine and coastal conservation. All our programs have STEM-based applications and focus on inquiry-based learning that allows for long-term knowledge retention and behavior change. IRG is excited to expand its educational reach in creative and experiential ways to address community education for various audiences.

Job Title: Outreach Coordinator

Position: Full-time, flexible schedule but must be available for evenings and weekends when necessary.

Summary: The Outreach Coordinator position is responsible for developing and delivering new educational programs to local, statewide, and regional audiences, while promoting IRG's mission. The Outreach Coordinator will be a highly motivated, organized, self-starter that also thrives in team settings.

Qualifications: A minimum of a bachelor's degree in a relevant discipline is desired. Must be organized with attention to detail and be able to communicate effectively, both orally and in writing. Applicants must be local to the Martin, St. Lucie, or Palm Beach County area and be able to transport (with their own vehicle) large-wheeled educational trunks. Applicants must be free-thinkers, self-starters, and have a drive for working independently. This position requires a creative mind that can develop out-of-the-box programs for various ages and backgrounds with a focus on program evaluation, partnerships, tracking, and growth. Must be tech-savvy, an engaging speaker, and able to deliver educational presentations to various age levels. Must have access to a computer and reliable internet as the Outreach Coordinator will work from home.

Reports to: Director of Education, Rebecca Mott

Job Duties:

- Develop new and dynamic public programs for various audiences and stakeholders to promote our mission
- Increase local/regional community recognition through programmatic presence
- Present on IRG's education programs at workshops, events, open houses, etc.
- Identify gaps in programmatic content and seek opportunities to fill them

- Forge partnerships with organizations within the sea turtle community as well as private businesses
- Maintain detailed records of programmatic reach and generate reports when required
- Conduct outreach, educational programs, and/or information tables as appropriate for festivals, school events, and teacher workshops
- Maintain IRG's local Traveling Trunk programs.
- Field trunk program requests online, maintain Google calendar, and keep detailed records of reservations
- Liaise with teachers regarding their reservations and troubleshoot if conflict arises
- Maintain the integrity of all trunks throughout the year, inventory, and order parts when necessary
- Fabricate additional trunks for statewide partner organizations as needed
- Coordinate with teachers and educators to deliver free educational materials (i.e., digital curricula requests)
- Field turtle adoption requests and send materials in a timely manner
- Participate in fundraising efforts or events as needed
- Develop graphics and take photographs when necessary

Skills Required:

- Excels at written and oral communication, both internally and externally
- Self-starter attitude and reliable
- Master of time-management with finely tuned organizational skills
- Ability to work from home and set personal (as well as imposed) deadlines that are met successfully
- Flexible to scheduling changes and can adapt to shifts in priorities when they arise
- Proficiency in Microsoft Office, Dropbox, Google Drive, and Canva. Other skills such as grant writing, web management, content creation, etc. are desired.
- This position requires the heavy lifting and transport of 70lb. trunks as well as standing for long periods of time.

Experience Preferred:

- Classroom management as well as interactions with the general public
- Curriculum development and program creation
- Event planning and execution
- Budgeting and working within budget when executing programs and events
- Knowledge of Florida's sea turtles, marine life, and basic research
- Confidence on a research vessel

Hiring Information: This is a mid-level, hourly position beginning at \$17.75/hour, with ample opportunity for overtime. All new staff must complete a 90-day probationary period before they are eligible for paid time off, personal days, and retirement plan benefits.

Application Instructions: Please submit a resume, cover letter, and three references to rmott@inwater.org. Candidates who do not meet the skills and qualifications laid out in this document will not be entertained.