

November 2023

Position Announcement: Program Manager

Seacoast Science Center (SSC) seeks an experienced education professional to join its team as Program Manager. This person is responsible for the oversight and implementation of SSC school, group, and outreach programs.

Position Description

The *Program Manager (PM)* advances Seacoast Science Center's (SSC) mission to *spark curiosity, enhance understanding and inspire conservation of our Blue Planet* by ensuring excellence in content development, delivery and evaluation of the Center's school, group and outreach programs. The *Program Manager* provides a comprehensive management framework for SSC school/group/outreach programs. Key responsibilities include program development, delivery and evaluation, and naturalist recruitment, training and support.

The *Program Manager* ensures that programs meet the learning goals and needs of the Center's diverse group program audiences and program participants (students, teachers, families, visitors, early learners, homeschool, community based organizations, etc.) to consistently achieve a high standard of excellence. The *PM* is required to have a depth and breadth of formal and informal education experience so that they may develop content that reflects SSC's varied coastal habitats, exhibits, aquaria, and the needs of SSC's target audiences. Experience in informal education, environmental education, STEM education, Next Generation Science Standards and three dimensional science learning is desired.

The *Program Manager* supports a team of naturalists and volunteers with a positive community of practice that is grounded in inquiry-based, mission-aligned education. The *PM* will develop, update and evaluate curriculum, support naturalists with provision of quality resources and training, evaluate program delivery, and ensure continuous process improvement by working with our various education stakeholders (teachers, visitors, families, community stakeholders) on formative and summative program evaluation. The *Program Manager* will work with the SSC marketing team to regularly assess program penetration, gaps and opportunities. External attention on relationship-building with classroom teachers, content experts, scientists, and collaboration within SSC's strategic networks and partners is essential.

Qualifications

The successful candidate will have demonstrated success in science-based informal or environmental education, a strong background in marine or environmental science, a passion for conservation and SSC's mission, and strong communication and leadership skills. Excellent engagement and interpersonal skills are required to effectively interact with our program participants, staff, volunteers, and professional networks. Strong writing and professional presentation/public speaking skills desired.

The *Program Manager* must have the ability to work with all ages, diverse audiences, and in a wide range of indoor and outdoor settings. This role requires experience in curriculum development, staff training, teacher workshop facilitation/planning, evaluation, and program delivery. Demonstrated supervisory and leadership experience and the ability to nurture, strengthen and support a team is required for this position. Basic knowledge of local coastal habitats, ability to traverse rocky shore, and to lift and move 40 lb. buckets of saltwater or supplies are required.

Compensation

This is a full-time, year-round, salary, exempt, benefits-eligible position with a pay range of \$42,000 up to \$45,000/year. This position is contracted for one year. Some travel, weekend, and evening hours may be required.

Reports to: Director of Camps and Programs

About Us

SSC believes that science-based education is the key to developing stewards of the ocean who can think critically and act intentionally to improve the health of our New Hampshire coast and the World Ocean. All Center programs are tightly aligned with its mission and leverage its location inside Odiorne Point State Park. The Center's signature brand of marine and environmental education is designed to inspire conservation and stewardship, promote critical thinking, and nurture connections to the natural world, all through the lens of its special location at New Hampshire's Odiorne Point State Park. This unique coastal environment offers a gateway to understanding the relationship between people, our local habitat, and the world at large. Visitors and students have a rare opportunity for first-hand experiences with different ocean and coastal environments including sandy beaches, rocky shores, tidal estuaries, diverse freshwater habitats, and woodlands.

Diversity, Equity, Inclusion & Equal Employment Opportunity at SSC

SSC affirms our goal is to impact lasting change through our actions. Inequality is detrimental to our associates, our stakeholders, and the communities we serve. Together, we unite for equality and equity. SSC is committed to equal employment opportunities regardless of any protected characteristic including: race, color, genetic information, creed, national origin, religion, sex, affectional or sexual orientation, gender identity or expression, lawful alien status, ancestry, age, marital status, or protected veteran status and will not discriminate against anyone on the basis of a disability. We support an inclusive workplace where associates excel based on personal merit, qualifications, experience, ability, and job performance.

How to Apply:

Please send a resume and cover letter to careers@sscnh.org to begin your application. No paper applications will be accepted. As a measure to minimize internal hiring biases, all candidates should be prepared to respond in writing to a [short series of questions](#) intended to give them the opportunity to map their skills onto SSC's vision for its Project Manager position. SSC will use these responses as the initial filter for all applicants. Failure to submit a response to the questions will result in a candidate being removed from further consideration. **Applications are not considered complete until SSC has received your submitted: 1) Short Answer responses, 2) Resume, and 3) Cover Letter.**

Application review will begin November 15, 2023 and the position will remain open until filled.