



Education Coordinator

Inland Seas Education Association (ISEA) seeks an individual to fill the full-time role of Education Coordinator. This individual has the leadership responsibility for the development, implementation and oversight of the Great Lakes education programs of the ISEA. The Education Coordinator will be responsible for aligning shipboard and shoreside programming with Michigan curriculum standards. The position requires curriculum development, direct teaching, instructional observation, and training for staff and volunteer instructors to ensure instructional fidelity. This position will also establish and maintain strong working relationships with K-12 educators. This position offers a competitive salary with health benefits, retirement contribution, and paid time off.

Responsibilities:

Strategic Planning

- Ensure the education program is aligned across the organization
- Lead the continuous improvement efforts of ISEA educational programs and support the development of the annual Program Evaluation Report
- Involve ISEA's Education Committee in the implementation and evaluation of education-related strategic goals
- With other staff, develop and implement marketing strategies for education programs, including relationship building with client organizations, government agencies, partner organizations, and news media

Education

- Lead the development and oversight of year-round education programs from ISEA vessels, Capt. Thomas M. Kelly Biological Station, waterfront campus, nearby streams, wetlands, and beaches
- An immediate priority for this position will be to create, pilot, and evaluate year-round educational opportunities from the newly renovated ISEA campus facility
- Ensure ISEA educational programs are aligned with Michigan's K-12 curriculum standards
- Work as a member of the ISEA team to support volunteer training
- Work collaboratively with units of government, tribal entities, educational institutions, corporations, and nonprofit organizations to support the educational programs of ISEA
- As a member of the ISEA team, supervise education support staff, student education interns, and volunteers

Relationship Management

- This position will focus on building strong working relationships with K-12 educators through professional development, curriculum support in the area of STEM and Great Lakes literacy, and programming to support key classroom learning objectives
- Involve current educators in the development, evaluation, and improvement of ISEA education programs
- Maintain and support a strong organizational culture of excellence
- Nurture relationships with volunteers and donors to foster the mission of ISEA

Industry Knowledge and Networks

- Attend Michigan education conferences and meetings to gain new information, train educators, and recruit for program participation.
- Keep up-to-date with content related to the Great Lakes

Communications

- Prepare operational reports, proposals, and grant updates
- Serve as the ISEA lead education representative and presenter at conferences and meetings
- Develop content for ISEA website, newsletter, and press releases

Leadership

- Serve as an ambassador to the community and donors to educate and promote the organization
- Build the organizational culture to attract, retain, and motivate a diverse staff of quality employees and volunteers
- Provide regular performance feedback to supervisor according to established performance objectives
- Display passion and optimism; inspire respect and trust, provide vision and inspiration to peers and subordinates
- Support training of volunteer instructors
- Exhibit sound and accurate judgment

Other Responsibilities:

- Serve as crew member and deckhand when needed
- Support other ISEA events and initiatives

Required:

- 3+ years teaching experience
- Strong knowledge of Michigan's K-12 curriculum expectations
- Experience with the development of hands-on experiential learning
- Excellent interpersonal, written and verbal communication skills
- Strong analytical skills
- Strong organizational and project management skills
- Ability to lift equipment of 40 lb and haul lines
- Ability to travel 1 - 5 days at a time
- Ability to work weekends and evenings as needed
- Ability to work in turbulent waters and challenging weather conditions

Preferred:

- Understanding of environmental education practices
- Understanding of Great-Lakes-related science and environmental issues
- Experience aboard education, research or sail-training vessels
- District-level curriculum development committee member

To apply, please email your cover letter and resume to Stephanie Rustem at srustem@schoolship.org no later than May 16, 2021. If you have any questions, feel free to contact our office at (231) 271-3077.