



Education Coordinator

Inland Seas Education Association seeks an enthusiastic and curious professional to fill the full-time position of Education Coordinator. This position has the leadership responsibility for the development, implementation and oversight of the education programs of Inland Seas Education Association (ISEA). The Education Coordinator will be responsible for aligning shipboard and shore side programming with Michigan curriculum standards. The position requires curriculum development, direct teaching, instructional observation, program evaluation, staff and intern supervision, and training for staff and volunteer instructors to ensure instructional fidelity. This position offers a competitive salary with health benefits, retirement contribution, and paid time off.

Position benefits also include opportunities to travel by sail and live aboard a tall ship schooner, explore streams and watersheds with participants ashore, and connect with ISEA's audiences across the Great Lakes region. Come share your passion for the Great Lakes with learners of all ages while you work and play outdoors in, on, and around the beautiful waters of this region!

Previous sailing or boating experience is not necessary, but the candidate should be ready to work on board an operating commercial vessel and outdoors in various weather conditions (sun, rain, wind), which could include rocking or severe motion on the water.

Apply for the Education Coordinator position by submitting a resume and cover letter to Juliana Lisuk, ISEA Associate Director, at jlisuk@schoolship.org.

Applications are due by Sunday July 7, 2024.

Primary Responsibilities:

Strategic Planning

- Ensure education programs are aligned across the organization
- Lead the education team in the continuous development, evaluation, and improvement of ISEA's education programs
- Lead ISEA's Education Committee in the implementation and evaluation of education-related strategic goals
- Keep up to date with content related to the Great Lakes

Education

- Lead the development and oversight of year-round education programs from ISEA vessels, Capt. Thomas M. Kelly Biological Station, waterfront campus, nearby streams and wetlands
- 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
- Oversee the established data management plan
- Supervise education support staff and education interns
- Lead professional development opportunities for K-12 educators that provide instructional support in the area of STEM and Great Lakes literacy

Program Evaluation

- Lead the development, implementation, and analysis of the program evaluation to measure the impact, success, and areas of improvement for all educational programs
- Lead the development and implementation of the annual Program Evaluation Report

Communications

- Prepare operational reports, proposals, and grant updates related to ISEA's educational programs
- Develop content for IESA website, newsletter, and press releases related to ISEA's educational programs
- Represent ISEA for media inquiries related to Great Lakes topics
- Attend Michigan education conferences and meetings as the ISEA representative and presenter to gain new information and train educators

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 supervisees
- Maintain and support a strong organizational culture of excellence
- Nurture relationships with volunteers to foster the mission of ISEA
- Exhibit sound and accurate judgment

Secondary Responsibilities:

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

Skills and Prerequisites:

Required

- 4+ years experience delivering educational programs
- 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 climb up and down ladders (ship companionways)
- Ability to walk up to 1 mile while leading groups
- Ability travel and live aboard a tall ship for 1-10 days at a time
- Ability to work weekend and evenings as needed (primarily during June-September)
- Ability to work in turbulent waters and challenging weather conditions
- Not subject to severe motion-sickness

Preferred

- Understanding of environmental education practices
- Understanding of Great Lakes related science and environmental issues
- Experience aboard education, research or sail-training vessels

Education:

Required

- College Degree (or equivalent experience) in a related field - natural resources, education, environment, aquatic ecology, etc.

Preferred

- Masters degree in science, education, or environment-related field

Licenses and Certification

Required

- Valid driver's license

Preferred

- CPR and First Aid certification (ISEA will provide training for certification if candidate is not already certified)
- Teacher Certification

Job Type, Compensation, and Benefits:

This is a full-time, salaried, exempt position.

Pay: \$55,000 - \$65,000. Pay will be commensurate with experience.

Benefits:

- Health, Dental, and Vision Insurance
- Employer 401k match
- Paid Time Off
- Paid Holidays

Location: Suttons Bay, MI

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Inland Seas Education Association (ISEA) is an equal opportunity employer. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. ISEA makes hiring decisions based solely on qualifications, merit, and business needs at the time.