

NORTHWEST MARITIME CENTER

Port Townsend, Washington



JOB DESCRIPTION: Salish Sea Expeditions Program Manager

The Salish Sea Expeditions Program Manager oversees all programmatic and logistic aspects of the Salish Sea Expeditions programs at the Northwest Maritime Center. This position is 50% program management and operations, 40% people management, and 10% organizational support. This position manages the Salish Sea Expeditions Education Team on board the *SV Carlyn*.

We are seeking a motivated and detail-oriented Program Manager with strong organizational skills to work collaboratively with the Salish Sea Expeditions Managing Director of Education and seasonal staff to create unforgettable, hands-on research experiences for our organization, school and district partners and participants, as well as support the development of our educational programs and seasonal staff. The successful candidate will thrive in a fast-paced collaborative, growth-oriented environment.

PRIMARY PROGRAM RESPONSIBILITIES:

Staff Leadership and Development

- Foster a community and culture of support, growth, and commitment to excellence amongst seasonal staff throughout the year, including sharing other NWMC work opportunities
- Recruit, hire, support, and inspire seasonal staff
 - Screen, interview, and check references
 - Co-design, co-lead, and support facilitation of staff training
 - Oversee staff evaluation processes
 - Support management of seasonal staff policies
- Plan, develop, and lead Mid-Season and End of Season Events and Debriefs

Program Implementation and Development

- Organize, develop, update, and maintain science and educational tools and resources and relevant Program Manuals
- In collaboration with the Salish Sea Expeditions Managing Director of Education, maintain program alignment with evolving curriculum standards, educational best practices, and customer feedback
- Manage clock hours opportunities for teachers
- Update and respond to staff and student evaluation of program
- Serve as on-call staff for programs in the event of emergency or staffing need

Program Logistics and Administration

- Oversee Program Schedule directing seasonal staff assignments, events, vehicles, and Pre-/Post-Expedition Sessions
- Schedule marinas and moorage, as directed by program schedule
- Attend meetings – Huddle, staff meetings, program meetings, check-ins
- Delegate or manage parent informational sessions (as requested)
- Attend and table at relevant conferences, symposia, and other events



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- Build relationships with teachers and student scientists to increase retention and maintain a high caliber of service and safety across all program interactions and communications

Program Risk Management

- Support Risk Reduction and Crisis Management training and ensure adherence to all policies, including vessel safety and maintenance requirements as directed by the Captain
- Ensure educators, staff, and board are prepared for response
- Carry emergency phone and oversee daily check-in calls during program season

COLLABORATIVE RESPONSIBILITIES:

Collaboration with the Salish Sea Expeditions Managing Director of Education

- Participate in the annual employee review process
- Manage crew housing needs and other needs

Collaboration with Internal Departments

- **PROGRAM OPERATIONS COORDINATOR:** Managing inventory, ordering, and maintenance of all program materials, equipment, and supplies; and managing program vehicle logistics and scheduling
- **OPERATIONS:** Providing necessary information to Registrar for use in the registration database
- **FACILITY MANAGER:** Assessing vehicle and crew house maintenance needs; and ensuring timely registration of vehicles
- **FINANCE:** Following established receipt tracking procedures and policies, and communicating program cash needs
- **HUMAN RESOURCES:** Ensuring all staff paperwork is current and managing seasonal staff off-boarding procedures

OTHER DUTIES AS ASSIGNED, AND

- Port Captain as needed
- Support for the Wooden Boat Festival and other events

GENERAL OPERATIONS

While this position's primary responsibility is in managing the daily operations of the Salish Sea Expeditions program, the Program Manager will work as part of the NWMC team to ensure smooth operations for the organization as a whole. This could include providing information to visitors to the Maritime Center and helping out in projects and events that require all-hands-on-deck, to helping tie up a vessel coming into our dock because you happen to be standing there. We all pitch in for the heavy lifting now and then—sometimes this is metaphoric; occasionally we all have to actually help lift something heavy.

MINIMUM QUALIFICATIONS

- Ability to develop effective program and people operational systems
- 2+ years of leadership experience
- 3+ years of educator experience
- First Aid and CPR training, to be certified by start date



- Passion for the mission of Salish Sea Expeditions and the Northwest Maritime Center
- Experience supporting and leading staff, balancing a culture of fun, creative, and silly, hands-on science and safety
- Inquiry-based science pedagogy applied to educational program development
- Boat-based and/or experiential education
- Ability to pass a pre-employment background check and drug test

PREFERRED QUALIFICATIONS

- Teaching experience, or experience working in schools strongly preferred
- Sail training, sailing or boating experience desirable
- Knowledge of local community and area schools helpful

WHY YOU WANT TO WORK HERE

There are rare moments when organizations have the combination of a talented and motivated staff, a powerful board, a healthy and productive work culture, are executing well on existing programs but still innovating and looking for the next step—we're in that moment, and it's exciting.

The NWMC is dynamic, growing, and making a difference in our community. We are roughly twice the size we were seven years ago, debt free, and helping solve community problems like systemic improvements in our public schools, economic development, and job training—plus all of the fun stuff like kids programs, festivals and adventure races. Our waterfront campus is vibrant with a multitude of compelling activities, and all of them done to meet or advance industry best practices. In the words of a board member: "We don't do B work."

On top of it all, you'd get work on the water and live in Port Townsend: natural beauty, heritage buildings, arts community, wooden boats, zero traffic jams. The Maritime Center's relative scale to our small town means that the effects of our success can be observed in the success of our community. You'll be doing meaningful work for the place you live and your efforts will make a tangible difference.

Right team, right moment, the right momentum, and the chance to move the needle for the prosperity of an entire community: That's why we get excited to come to work in the morning, and that's why we think you should want to be here too.

Submit resume and cover letter to apply@nwmaritime.org. Include "Program Manager" in the subject line.

Position is full-time, 40 hours/week

Offices are located at 431 Water St., Port Townsend, WA 98368

Position title: Salish Sea Expeditions Program Manager

Reports to: Salish Sea Expeditions Managing Director of Education

Wage: \$36,000 - \$38,000 annually, exempt – DOQ

Deadline for applications: March 15th, 2020

