

# NORTHWEST MARITIME CENTER

Port Townsend, Washington



## JOB DESCRIPTION: Salish Sea Expeditions Program Manager

In 2019 Salish Sea Expeditions merged with the Northwest Maritime Center and while that transition was put on pause to ride out the current COVID-19 pandemic, we are now looking forward to future programming. The Program Manager will continue the work of program integration within the NWMC and creatively adapt program development to the current day challenges. We are seeking a motivated and detail-oriented Program Manager to manage programming, staff, and operational aspects of the Salish Sea Expeditions boat and land-based programs.

In this role, you will work collaboratively with the Programs Team, Salish Sea Expeditions Program Coordinator, and seasonal staff to create unforgettable experiences for our organization, school and district partners and participants. You will support the development of our educational programs and seasonal staff. To be successful, you thrive in a fast-paced, collaborative, growth-oriented environment.

### PRIMARY RESPONSIBILITIES:

#### Staff Leadership and Development:

- Recruit, hire, support, and inspire seasonal staff for spring and fall programming
- Work with Human Resources Manager to ensure all staff paperwork is current
- Design and lead and facilitation of staff training with support from Program Coordinator
- Supervise and manage seasonal staff, building a community and culture of support, growth, and commitment to excellence
- Manage seasonal staff off-boarding and associated responsibilities

#### Program Implementation and Development:

- Develop, update, and implement Program Manuals
- Maintain Salish Sea Expeditions' alignment with evolving curriculum standards and educational best practices
- Organize and update science and educational tools and resources with support of the Program Coordinator
- Update and respond to staff and student evaluation of programs
- Serve as on-call staff for programs in the event of emergency or staffing need

#### Outreach Work:

- Attend and table at relevant conferences, symposia, and other events.
- Cultivate relationships with teachers, schools and school districts to maintain and grow participation in Salish Sea Expeditions programs
- Maintain and build relationships/partnerships with complementary organizations

#### Administrative and Logistical Duties:

- Oversee Program and Staff Schedules with regards to seasonal staff assignments, events, vehicles, and Pre- and Post-Expedition Sessions
- Schedule marinas and moorage, as necessary for program schedule



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- Attend staff meetings and check-ins
- Manage logistical, gear, and supply needs of the program along with the Program Coordinator and Program Operations Coordinator (examples are camping and boat gear or trip food)
- Collaborate with the Facilities Manager to manage crew housing and vehicle logistics
- Provide necessary information for NWMC registrar for school registration, billing, invoices, and insurance certificates.
- Prepare annual program report for Organizational Leadership and Board of Directors as needed
- Work with Program Coordinator and Seasonal staff to collect assessment data from programs
- Work with Communications department to promote Salish Sea Expeditions programs and vision with the regional community; providing content for website, social media, and other e-news as needed

#### **Program Risk Management:**

- Support Risk Reduction & Crisis Management training and ensure adherence to all safety policies
- Ensure educators, staff and board are prepared for response
- Carry emergency phone and oversee daily check-in calls during program season

#### **Finance and Development Support:**

- Know what the budget is, track expenses, and make sure invoices and receipts are tracked in collaboration with Education Program Managers and Finance Dept.
- Support Development department grant writing efforts with data, content, and budgets as needed

#### **Other Duties as assigned, and:**

- Port Captain
- Support for the Wooden Boat Festival & other events

### **GENERAL OPERATIONS**

While this position's primary responsibility is in managing programmatic and operational aspects, the Salish Sea Expeditions 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**

- Experience working in a collaborative, growth-oriented environment
- Demonstrated skill at developing and managing effective program and people operational systems
- Demonstrated ability to set priorities and meet deadlines
- Creative, resourceful, and good at solving problems
- 2+ years leadership and staff management experience



- 3+ years educator experience
- Must be comfortable with MS Office Suite and Google Suite
- First Aid & CPR Certified to be certified by start date
- Passion for the mission of Salish Sea Expeditions and the Northwest Maritime Center
- Enthusiasm for supporting and leading staff, balancing a culture of fun, creative, and silly, hands-on science and safety
- Experience with Inquiry-based science pedagogy applied to educational program development
- Experience in boat-based and/or experiential education
- Ability to pass a pre-employment background check and drug test
- Fully vaccinated against Covid-19 by October 18, 2021 as per Proclamation 21-14.1

### PREFERRED QUALIFICATIONS

- Teaching experience in schools strongly preferred
- Advanced degree and/or certification in a related field, or equivalent experience
- 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, an engaged 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 current pandemic has had significant impacts on our organization and our ability to serve our community—just as it has affected other organizations. We shifted activities and made some hard choices but did so to preserve the resources that would enable us to rebuild when public health allow us to return to normal service levels.

Our crystal ball isn't any clearer than yours, but we are now on a path to grow beyond our pre-pandemic size. The work of our board and our team is key to that growth and rebuilding, and we want you if you have the skills to help the team succeed and are excited to be part of the team that is using this moment to not just survive, but scale.

The NWMC is dynamic, growing, making a difference in our community, and taking an increasing role in the region. We serve individual students and program participants, but we also work to help solve community problems like systemic improvements in our public schools, economic development, job training, and working regionally to pair the opportunities in the maritime industry with the need to address systemic oppression in communities of color. 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 to work on the water in Port Townsend: natural beauty, heritage buildings, arts community, wooden boats, zero traffic jams. The Northwest 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.

The Northwest Maritime Center is an equal opportunity employer that welcomes and encourages individuals of all cultures and communities to apply.

Submit resume and cover letter to [apply@nwmaritime.org](mailto:apply@nwmaritime.org). Include "Program Manager" in the subject line.

Position is full-time year-round, 20 – 40 hours per week with seasonal variability

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

Reports to: Education Program Managers

Wage: \$23 – \$25 per hour non-exempt – DOQ

Benefits: Company paid Health, Dental, & Vision benefits + paid time off and holidays

Deadline for applications: Open until filled, application review begins September 27, 2021

