

NORTHWEST MARITIME CENTER

Port Townsend, Washington



JOB DESCRIPTION: Maritime Education Coordinator, Maritime High School

The Maritime High School (MHS) launched in fall 2021. A student-centered, equity-driven, maritime-focused endeavor, MHS is a project-based learning high school and a collaborative project of Highline Public Schools (HPS), Northwest Maritime Center (NWMC), Duwamish River Community Coalition (DRCC), and the Port of Seattle. As the Maritime Education Coordinator, you will support MHS maritime program development and education initiatives.

As a newly launched school that's being designed with community, family, and learner input, we are seeking a motivated and detail-oriented team member with strong organizational skills. You will be working collaboratively with the NWMC MHS Program Director, Maritime Education Manager, and MHS staff to collectively build MHS and create unforgettable, hands-on maritime, community, and career development experiences for our high school learners. The successful candidate will possess an entrepreneurial spirit, and flexibility to grow with this evolving collaboration.

PRIMARY RESPONSIBILITIES:

Relationship & Program Development and Implementation

- Foster a community and culture of equity, excellence, and entrepreneurship amongst learners, fellow staff and community partners throughout the year
- Build relationships with MHS learners in order to successfully connect them with mentorships and support workforce-learning experiences suited to their strengths, dispositions, and career interests
- Contribute to the development of the mentorship and maritime education program for MHS and support Field Work Experiences
- Work with the Maritime Education Manager, and MHS staff in delivering high quality, hands-on, engaging maritime learning experiences, both on and off the water
- Other duties as assigned

GENERAL OPERATIONS

While this position's primary responsibility is with the relationship development at the Maritime High School, the Maritime Education Coordinator will work as part of the NWMC team, in collaboration with the DRCC, HPS, and Port of Seattle teams, to ensure smooth operations for the organization, partners, and school as a whole. This could include helping out in projects and events that require all-hands-on-deck, to helping tie up a vessel coming into our dock or greeting a family member at the school because you happen to be standing there. We all pitch in for the heavy lifting now and then—sometimes this is metaphorical; occasionally we all have to actually help lift something heavy.



431 Water Street
Port Townsend, WA 98368
nwmaritime.org | 360.385.3628

MINIMUM QUALIFICATIONS

- 2+ years of mentorship and/or program development, community development and/or leadership experience
- 2+ years of education-related experience and/or youth development
- Highly organized, with the flexibility and energy to thrive in an evolving school environment
- Ability to foster effective program and people operational systems
- Excellent interpersonal skills and a friendly, engaging demeanor and growth mindset

PREFERRED QUALIFICATIONS

- Experience with project based learning (PBL) and working in schools or other learning environments strongly preferred
- Relevant experience in local waters of the Salish Sea, specifically Puget Sound
- Maritime education and/or industry experience desirable
- Knowledge of local community and industry helpful
- Spanish language skills

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 pandemic had significant impacts on our organization and our ability to serve our community—just as it affected other organizations. We shifted activities and made some hard choices but did so to preserve the resources that are enabling us to rebuild as we return to normal service levels.

We have now grown 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, 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."

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. However, our community is growing beyond Port Townsend into the greater Puget Sound region. You'll be doing meaningful work for the region, and your efforts will make a tangible difference. On top of it all, you'd be connected to our main campus in Port Townsend: natural beauty, heritage buildings, arts community, wooden boats.



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. Include "Maritime Education Coordinator" in the subject line.

Position is full-time, 40 hours/week

School site is located at 615 S 200 St, Des Moines, WA 98198

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

Reports to: Maritime High School Program Director

Wage: \$22 - \$24 per hour non-exempt – DOQ

Benefits: 100% company paid Health, Dental, & Vision coverage, contributions to an HSA account, and Paid time off

COVID-19 Precautions: Following all federal, state, and local health guidelines and educational staff are required to be fully vaccinated against COVID-19 (verification is required)

Deadline for applications: Open until filled, application review begins April 15, 2022. Position to start June 2022

