

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 entering its second year, MHS is designed with community, family, and learner input, and we are seeking a motivated and enthusiastic team member with strong youth development skills to work 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 to successfully connect them with mentorships and support workforce learning experiences suited to their strengths, dispositions, and career interests
- Contribute to development of the mentorship, internship, and maritime education program for MHS and support Field Work Experiences
- Collaborate with MHS Staff to develop community engagement and education events in support of the MHS recruiting and outreach strategy
- 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 for 9th-12th Grade students
- 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 metaphoric; occasionally we all have to actually help lift something heavy.



431 Water Street
Port Townsend, WA 98368
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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
- Ability to pass a pre-employment background check and drug test

HELPFUL 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
- Experience supporting & coaching youth in career pathways
- Spanish language skills

APPLICATION PROCESS

- Submit resume and cover letter to apply@nwmaritime.org. Include "Maritime Education Coordinator" in the subject line.
- Deadline for applications: Open until filled. Ideal start date August 29, 2022

WORK LOCATION & SCHEDULE

- School site is located at 615 S 200th St, Des Moines, WA 98198
- Position is full-time, 40 hours/week
- Reports to: Maritime High School Program Director
- Main NWMC Offices are located at 431 Water St., Port Townsend, WA 98368

WAGE RANGE & BENEFITS

- \$22 - \$24 per hour, non-exempt
- 100% company paid Health, Dental, and Vision + contributions to HSA account
- Paid time off, employee discounts



COVID-19 PRECAUTIONS

- Following all local, state, and federal guidelines to keep everyone safe
- All educational staff are required to be fully vaccinated against COVID-19, verification is required

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 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. Read our Anti-Racism & Inclusion statement [here](#).

