

NORTHWEST MARITIME CENTER

Port Townsend, Washington



JOB DESCRIPTION: Program Operations Coordinator

The Program Operations Coordinator serves a variety of roles – Bosun, Logistician, Fleet Coordinator – that supports the operational functions of the Program Department at the Northwest Maritime Center. This could mean that one day is focused on coordinating boat schedules, and the next is assisting with the installation of a floating dock or inventorying the PFDs. A successful candidate will need strong boating and maritime skills along with being a team player, clear communicator, problem solver, self-starter, and well organized.

PRIMARY RESPONSIBILITIES:

Bosun – Operational Duties

- Day-to-day boat maintenance in coordination with the Fleet Maintenance Coordinator and Waterfront Program manager, with the bulk of the work occurring May-September
- Coordinate the annual fleet maintenance needs and schedule in collaboration with the Fleet Maintenance Coordinator and Boat Shop Manager; assist in maintenance as needed
- In coordination with the Waterfront Program manager, establish, implement, and maintain organizational systems that will support ALL the Program department operations:
 - Annual USCG inspection of the Longboats and *Admiral Jack*
 - Safety – maintain/update all program and boat operations and protocols
 - Boats, Outboards, and Trailers – inventory, maintenance, registrations, and program schedules
 - Program Gear – inventory, check-in/out, repair, and purchasing
 - Teaching Gear in collaboration with Program Coordinators/Instructors
 - Overnight programs – logistician for longboat trips including driving boats and gear to Anacortes and managing course start and end with students and staff
- Assist in the annual installation and haul-out of the NWMC docks

Logistician – Organizational Duties

- Fleet Coordination – managing where boats are, where gear is, and where it needs to be for successful programming
- Coordinate dock and fleet use in collaboration with the Waterfront Programs Manager, conducting daily dock walks to check on boats, coordinating haul-outs and launches of boats
- Safely manage fleet fuel needs

Team Member Duties

- Serve as the daily Port Captain, which supports the safety and program needs that arise when a program is in operation
- Collaborate with the Facilities Manager and Boat Shop Manager as needed to keep the Commons well maintained and tidy
- Support for the Wooden Boat Festival and other events, as assigned



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- Direct Instruction if needed by Program Staff
- Other duties as assigned

GENERAL OPERATIONS

While this position's primary responsibility is in fleet and gear coordination, the Program Operations Coordinator 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

- Current CPR & FA certification
- Boat handling skills
- WA State Boats Card (or USCG License)
- Valid WA State Driver's License
- Ability to pass a pre-employment background check
- Vaccinated against COVID-19

HELPFUL QUALIFICATIONS

- USCG License
- Trailer towing experience
- Boat towing experience
- Outboard maintenance experience

APPLICATION PROCESS

- [Submit a resume and complete the application.](#)
- Deadline for applications: Open until filled, application review begins October 28, 2022

WORK LOCATION & SCHEDULE

- Main NWMC Offices are located at 431 Water St., Port Townsend, WA 98368
- Position is full-time, 30 hours/week, increasing some during peak programming periods
- Reports to: Waterfront Program Manager

WAGE RANGE & BENEFITS



- \$20 - \$22 per hour, non-exempt
- 100% company paid Health, Dental, and Vision + contributions to HSA account
- Flexible schedule, paid time off, employee discounts

COVID-19 PRECAUTIONS

- Following all local, state, and federal guidelines to keep everyone safe
- All education staff are required to be fully vaccinated against COVID-19, verification will be 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 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. Read our Anti-Racism & Inclusion statement [here](#).

