South Sound Estuary Association (SSEA)

Estuarium Operations Manager

April 2014

SSEA, a non-profit, Puget Sound focused environmental education organization based in Olympia, WA is offering a part-time (10 hours on average a week to start) position. SSEA’s mission is to provide opportunities for exploration of south Puget Sound’s unique marine and estuary environments.

We are seeking a high-energy, self-motivated individual with some marine biology, environmental education, volunteer management, and administrative experience to work as a member of a small staff to support a dynamic community organization that offers a number of marine and estuary focused educational opportunities. The successful candidate will have an opportunity to grow with the organization, increasing hours and responsibilities over time.

**Major Responsibilities:**

1. Develop volunteer staffing for the South Sound Estuarium – recruiting, training, schedule shifts for open hours, technical support and nurturing.
2. Develop and maintain relationships with partners – state agency, non-profit, organizations, and individuals – that support the Estuarium with display materials, volunteer time, and joint activities.
3. Maintain South Sound Estuarium exhibits and displays to keep center fresh and interesting.
4. Marketing – create and implement marketing strategy to increase the number of visitors to the center. Explore new places to advertise the Estuarium and its programs.
5. As requested, work with the Estuarium Marine Educator to develop activities for different age children and groups.
6. Work with aquarium maintenance staff to keep the aquariums healthy and add more marine life as needed. Maintain log of creatures collected for annual Collection Permit report.
7. Provide a minimum of 1 day a week staff support to the Estuarium. Coordinate schedule with Marine Educator.
8. Supervise volunteers and staff involved in Estuarium Operations.
9. Participate in planning for the Estuarium’s future.
10. Coordinate Estuarium evaluation – what’s working, what isn’t.
11. Estuarium maintenance - clean, garbage can, monitor heat settings etc.

1. Operation’s Manager reports to Executive Director and participates in regularly staff meetings.
2. As funds allow expand role to include broader organizational management responsibilities beyond the Estuarium, including development of Discovery Speaker Series and public outreach.

**Qualifications:**

Applicants must be over 18 and be committed to increasing residents and visitors knowledge of the south Puget Sound marine and estuary environments. Candidates must be available 1 day a weekend and have reliable transportation. Candidates must be dependable, communicative, trustworthy, and be comfortable working independently and as a member of a team.

Ideal candidates will have some education and experience in marine biology, environmental education, volunteer management, and non-profit administration. A candidate with knowledge and connection to community partners is desirable.

**Compensation:**

 The South Sound Estuarium Operation’s manager is an employee. Position pays $14/hour for 10 hours a week. Operation’s Manager works 10 hours a week on average – some weeks more, other weeks less. In the future, hours and duties are expected to increase. Hourly rate of reimbursement may increase accordingly.

Mileage is reimbursed at $ .30/mile from the South Sound Estuarium.

**TO APPLY:**

**Send letter of interest and resume to Diana Larsen-Mills, Acting Executive Director,** **center@sseacenter.org** **by APRIL 18th,2014 at 5 pm.**

**Candidates will consent to a criminal history background check and provide two professional and one personal reference.**

**Interviews will be conducted the week of April 21st. May 1 is the expected start date for this position.**