



OCEAN DISCOVERY INSTITUTE

young lives transformed through science

Program Manager Position Description

Can you imagine being part of a national model for engaging underrepresented students in science and conservation? At Ocean Discovery Institute we use science to engage young people from urban, underserved backgrounds and empower them to transform their lives, their community, and ultimately our world as scientific and conservation leaders. We are honored and proud to have received the Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring given by President Obama. The National Oceanic and Atmospheric Administration has also recognized that our model is at the vanguard of innovation and impact and has invested in replicating this work in other regions of our nation.

We currently have a \$2.3 million annual operating budget, with approximately 20 employees, serving 6,000 young people each year. We are growing to serve over 10,000 annually with the opening of the [Living Lab](#) and are seeking the diverse, skilled, and driven talent to help us get there and continue to deliver exceptional programming.

As a Program Manager, you will manage our out-of-school initiatives including programs that engage young people and their families in daily science and conservation activities, and intensive programming that supports students as they grow from middle school through college and into careers. This includes overseeing a summer research program which takes place in Baja California, Mexico.

For a look at our programs and impacts, view this video: https://www.youtube.com/watch?v=U30_fnQ-uWM

Responsibilities/Deliverables:

- Manage program implementation, including setting priorities, key deliverables, milestones, and managing the team to execute.
- Supervise program staff - 3 program coordinators, Discovery Fellows that are high school through recent college graduates who support program implementation, and seasonal summer staff.
- Lead program development by enhancing systems and curriculum, developing new programs, and scaling existing efforts.
- Build relationships with students and their families to cultivate a trusting relationship and belief that each child can achieve.
- Develop and manage program budgets.
- Facilitate program evaluation.
- Manage partnerships with other non-profits, academic institutions, and government agencies.
- Participate in obtaining and stewarding funds (e.g., writing grants, hosting program visits) and producing reports for programmatic activities.
- Engage volunteers in order to generate ideas and facilitate needed activities.
- Serve as the primary point of contact for program events.
- Provide support for organizational events (as needed and time allows).
- Because of the organization's size and nature, other duties may be required on *ad hoc* basis.

Qualifications:

- Strong project manager.
- Strong people manager.
- Extremely personable and relatable.
- Strong work ethic; thrive under pressure.
- Has an “entrepreneurial spirit” that embraces change, critical questioning, innovation, service, and continuous improvement.
- Open to adopting prescribed cross-organizational systems.
- Enthusiasm for working in field locations in Mexico (2-4 weeks/year).
- Health conscious and excellent physical condition to work in remote outdoor locations.
- Command presence.
- Skilled educator with a strong understanding of science.
- Proficient in written and verbal Spanish, fluency preferred.
- Swimming and water skills preferred.
- Highly proficient in Microsoft Office including Word, Excel, Outlook, and PowerPoint.
- Share our organization values of Diversity, Stewardship, Learning, Leadership, and Passion.

Other Requirements:

- 5-10 years of relevant experience.
- Experience working in underserved communities.
- Pass a fingerprinting / background check and complete a Tuberculosis assessment.
- Have a valid Driver’s License, vehicle insurance, and clean driving record.
- Must be willing and able to obtain a Class B Driver’s License.
- CPR and 1st Aid certified (if not, will need to obtain upon hire).
- International travel required.

TIME COMMITMENT

- Full-time, exempt.
- Weekends and evenings are required in order to engage students in out-of-school hours, and prepare for and execute events.

COMPENSATION

- Competitive and dependent on experience.
- Benefits include:
 - full (*employee only*) medical, dental, and life insurance, and long term disability coverage,
 - minimum of two weeks of vacation,
 - paid time off for the following holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, New Year’s Day, and Winter Break (Christmas through New Year’s Day, assessed and confirmed annually),
 - significant professional development opportunities, and
 - optional 401k and FSA plans.

START DATE

Immediate

HOW TO APPLY

- Submit resume, cover letter including desired salary, and 2-3 professional references to jobs@OceanDI.org .

EEO Employer