

Position Announcement
Marine Education Program Assistant
Charleston, South Carolina

Position Start Date: Immediate

Application Deadline: Open until position filled

Position Type: Part-time (20-29 hours per week)

Hourly rate: \$15/hour

Position Description:

The S.C. Sea Grant Consortium (Consortium) is seeking a Program Assistant to assist the agency's Marine Educator with marine science-related classroom and field trip programs, teacher workshops, and community-based stewardship events. The Program Assistant will provide classroom and field-based K-12 programs throughout South Carolina including (but not exclusive to) the following topics: watersheds, salt marsh and barrier island ecology, marine debris, and STEM/inquiry-based programs. This position will be responsible for the quarterly creation of the online supplement to the Consortium's *Coastal Heritage* magazine, circulating announcements on the education listserv, and updating the education database and website. The Program Assistant will also assist the Consortium's Marine Educator with the coordination of professional development opportunities and long-term projects such as the From Seeds to Shoreline® and Palmetto Environmental Education Certification (PEEC) programs. This position will require occasional weekend and evening work, and transportation to and from the program locations will be the responsibility of the Program Assistant. Office space, computer, printer, and phone will be made available.

Candidate Qualifications:

Position requires a high school diploma or equivalent and relevant program experience. Preferred requirements are a Bachelor degree or higher in one of these related fields: Elementary or Secondary Education, Environmental Science, Environmental Education, Marine Science, or any geosciences field. A minimum of 2 years environmental education experience is preferred. Candidate must have strong written and oral communication skills, exceptional time management and organization skills, proficiency in Microsoft Office, and possess a valid driver's license.

If interested, please submit cover letter, resume, and three references to:

Marlena Davis, Human Resources Manager
S.C. Sea Grant Consortium
287 Meeting Street
Charleston, S.C. 29401

Marlena.Davis@scseagrant.org

No phone calls, please.

The S.C. Sea Grant Consortium is an Equal Opportunity/Affirmative Action Employer

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