

<b>JOB TITLE:</b>	OUTREACH COORDINATOR	<b>CLASSIFICATION:</b>	FULL-TIME REGULAR
<b>DEPARTMENT:</b>	EDUCATION	<b>REPORTS TO:</b>	DIRECTOR OF EDUCATION & ENGAGEMENT
<b>PURPOSE:</b>	The Outreach Coordinator develops and delivers engaging, science-oriented education programs and services to organized groups at the groups' own institution. The OC actively implements sales, marketing and planning strategies to increase outreach's customer base. The OC acts as the liaison with all afterschool client's programs, managing all aspects of the Center's afterschool contracts including program evaluation, development and staff assignments. The OC is an integral member of the Center's Education Team.		
<b>MAJOR DUTIES AND RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>• Develops and delivers educational programs for school, youth and other organized groups to be implemented at the client's institution.</li> <li>• Develop and maintain strategic relationships, attend tradeshows, and conduct informational presentations at universities, clubs, and civic groups.</li> <li>• Organize sales, marketing, and planning efforts to promote the outreach program and increase client base.</li> <li>• Maintains working condition of all Outreach program assets, including serviceability of the Outreach vehicle.</li> <li>• Manages staff, programming and materials and maintains relationships with contracted afterschool clients and their programs.</li> <li>• Researches and writes content, including web-based, for training, marketing and educational purposes,</li> <li>• Promotes the Center's goal of innovation and excellence in STEM education by finding new opportunities and methods to engage groups to improve STEM literacy and environmental awareness.</li> <li>• Assists/substitutes for other education department programs as needed; performs other duties as assigned.</li> </ul>			
<b>KNOWLEDGE AND ABILITIES REQUIRED:</b>			
<ul style="list-style-type: none"> <li>• Bachelor Degree in biology, environmental science or education with concentration in aquatic science. Advanced degree, course work or experience in an informal education setting preferred.</li> <li>• Minimum 2 years' experience (paid or volunteer) in an aquarium, zoo, or science museum developing and teaching educational programs for school and organized groups.</li> <li>• Must demonstrate comfort and skill working with the public and audiences of all ages, especially K-8. Must provide excellent customer service in programming and in phone &amp; e-mail correspondence.</li> <li>• Must be a creative educator with an engaging teaching style.</li> <li>• Comfort and experience with productivity software and databases or able to learn new software systems.</li> <li>• Spanish speaking ability or other language proficiency preferred.</li> </ul>			
<b>PHYSICAL AND MEDICAL REQUIREMENTS:</b>			
<ul style="list-style-type: none"> <li>• Ability to work a flexible schedule, including weekends, early mornings and some evenings and may drive more than 250 miles round-trip in a day.</li> <li>• Ability to lift a minimum of 40 lbs; regularly required to stand, sit, walk, use hands and arms, talk &amp; hear.</li> <li>• No history of allergy to plants or animals, which may interfere with the candidate's ability to work.</li> <li>• Demonstrate confidence in handling live invertebrates, amphibians and reptiles and birds.</li> <li>• Driver's license and good driving record required. Ability to design efficient travel routes to multiple sites throughout NJ, Eastern Pa and Delaware.</li> </ul>			
<b>Last Updated By:</b>	J. Carr	<b>Date/Time:</b>	November 21, 2019