



Job Description Outreach Coordinator

Summary: The Outreach Coordinator is directly responsible for the creation, implementation, execution and volunteer training of community and campus events at Loggerhead Marinelife Center. This individual will liaise with the community of Palm Beach County and coordinate successful outreach as well as campus events to attract visitors to the center.

Qualifications: Bachelor's Degree in a relevant discipline. Must have the ability to lead environmental education programs for different age levels, as well as have the ability to communicate effectively, both orally and in writing and be well-organized. Knowledge of Florida's coastal ecosystems and sea turtles is also essential.

Reports to: Education Manager

Job Responsibilities: Includes, but not limited to the following:

- The coordination and execution of community outreach events
 - Actively seeking out and coordinating LMC presence at community events
 - Conduct outreach, educational programs and/or information tables as appropriate for trade shows, festivals, and community events.
 - Creating and implementing educational materials to present to the public
 - Liaising with community organizations to raise the profile of LMC in the community
 - Create, maintain, and track budget for outreach programs
- The design, coordination, and execution of campus events
 - Create BEO and program schedule for all events
 - Create and implement components for iconic annual events
 - Coordinate volunteer needs with volunteer coordinator
 - Coordinate presenters, activities, vendors for campus events
 - Coordinate marketing materials for campus events
- The coordination and management of birthday parties at LMC
 - Schedule and coordinate all details associated with birthday parties
 - Create, maintain, and track budget for birthday parties; tracking and ordering all supplies as appropriate
 - Training and tracking program volunteers
- The coordination and management of seasonal programs, including:
 - Science for Seniors

- Seasonal Lecture Series
- Coordinate and manage Turtles to Go program
- Execute field trips and virtual field trips
- Create new and mission-centric programs that cater to the public.
- Work with education team to maintain and update educational and resource components of the LMC website.
- Other duties as assigned.

Skills Required: Self-motivated and able to work independently and with a team. Enjoy working with the general public. Proficiency in Microsoft programs, such as Publisher, EXCEL, and Word.

Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.