

# Position Available

## SUMMER OUTREACH MANAGER – WOODS HOLE, MA

### THE COALITION FOR BUZZARDS BAY

#### Background

The Coalition for Buzzards Bay, Inc. (CBB) is a private, non profit membership organization founded in 1987 and dedicated to the protection, restoration, and sustainable use and enjoyment of Buzzards Bay and its 432 square mile watershed. The organization works to improve the health of the Bay ecosystem for all through education, conservation, research and advocacy. We are supported by over 8,000 members in southeastern Massachusetts and Cape Cod and beyond. Specific programs at CBB include: bay-wide water quality and natural resource monitoring; acquisition, protection, restoration and stewardship of important watershed lands; education programs for adult decision-makers and youth; and a Baykeeper advocacy program to support the cleanup and protection of Buzzards Bay. The Coalition has its headquarters in the new 'Buzzards Bay Center' in New Bedford's Waterfront Historic District with a seasonal office in Woods Hole, MA.

#### Position Description

The Summer Outreach Manager will be responsible for staffing and managing The Coalition's Outreach Office in the village of Woods Hole. Tasks include, but are not limited to the following:

- Maintenance of exhibits including saltwater touch tank, groundwater model, kids corner, and computer kiosk.
- Manage small gift shop including providing customer service, sales, and accurate cashiering.
- Interact with visitors and the general public and guide them through the exhibits.
- Articulate the Coalition's mission and a basic knowledge of the Coalition's work in response to inquiries from visitors and members. Training and periodic updates will be provided.
- Open and close the Woods Hole office, perform light cleaning, restocking and answering phone calls, as well as directing visitors as necessary.
- Manage and support volunteers assisting in outreach at the Center.
- Create, market, and deliver programming options for visitors to the center.
- Support all of CBB's programs and activities through specific projects as needed.

#### Qualifications

- High school diploma or equivalent required and at least two years of college preferred.
- Ability to interact successfully with a variety of customer and Coalition members.
- Experience with education or outreach.
- Retail experience is helpful but not required.
- Computer skills: Microsoft Office (Word, Excel, Powerpoint), and internet/email required.
- Must be personable, self-motivated, and work well on their own.
- Candidate should have familiarity with Buzzards Bay and Woods Hole

#### Work Week and Compensation

This seasonal, 35-hour/week position works Tuesday-Saturday and is compensated at \$12.00/hr.

#### To Apply

Interested applicants should email a cover letter, resume, and references to: Rob Hancock, VP Education and Public Engagement [Hancock@savebuzzardsbay.org](mailto:Hancock@savebuzzardsbay.org) by March 31<sup>st</sup>. Include "WH Outreach Manager" in the subject of the email. No Calls Please. [www.savebuzzardsbay.org](http://www.savebuzzardsbay.org)