



# SEA EDUCATION ASSOCIATION

Environmental Studies at Woods Hole and at Sea

## Job Posting

### **Marine Operations Coordinator: Ship Support**

Sea Education Association (SEA), [www.sea.edu](http://www.sea.edu), invites applications for the full-time position of Marine Operations Coordinator: Ship Support.

SEA is a non-profit educational institution located in Woods Hole, MA, which offers innovative and rigorous oceanography and environmental science programs on our campus, on-shore in remote locations, and aboard our state-of-the-art sailing research vessels, *SSV Corwith Cramer* and *SSV Robert C. Seamans* in the Atlantic and Pacific Oceans.

We are an equal opportunity employer and committed to the development of a multicultural environment. We encourage viewpoints and perspectives across the organization to help achieve our goal to create an academic and working community, rich with cultural, social, and intellectual diversity. Applications from people of color, persons with disabilities, women, and LGBTQ+ candidates are strongly encouraged.

### **Position Summary**

The Marine Operations Coordinator: Ship Support position will play a vital role as part of the Marine Department team, aiding in the operations of SEA's two sailing school vessels, and at our campus in Woods Hole or for the remote shore components as needed.

### **Primary Responsibilities**

#### Operations Support

- Communications: On a rotating basis, participates in daily communications with each ship via satellite phone, email or other. Shares reports via email with the Marine Dept, Senior Managers and our Medical team. This includes the occasional weekend.
- International Operations: Assists with required paperwork for international operations, like eNOAD- Electronic Notice of Arrival and Departure, Customs and Immigration forms,
- Ship's Supplies: Procures ship's supplies as requested, through Amazon, Grainger, McMaster-Carr, West Marine and other online or brick and mortar vendors. And coordinates the packing and distribution of rolling duffels to get supplies to the ships between programs during "turnarounds". This also includes crew mail.
- Data and Document Management: Coordinates data entry and document management for the department and the ship's to ensure up to date records and filing, including but not limited to:
  - i. Crew paperwork
  - ii. End of cruise reports
  - iii. Manuals

- iv. Documents, checklists and forms
- v. Making of ship's logbooks for Deck, Engineering & Science
- Captain's Paperwork: Collaborate with other Marine Operations Coordinator to ensure all paperwork needed for Captain arrival on the ship is completed, printed or digitally copies, and shared with all on-coming captains in a timely manner.
- Additional tasks: as needed by the department

#### Professional Development: Crew Training Courses

- Assists with development of annual training schedule
- Assists with engagement of instructors and outside providers (USMRC, Wilderness Medical Associates (WMA), etc.)
- Markets and promotes course offerings, by creating flyers and other materials to send to crew and outside organizations
- Responds to all inquires through [crewtraining@sea.edu](mailto:crewtraining@sea.edu) email as well as through WMA website.
- Leads enrollment logistics for crew training courses:
  - i. enrolling 60-70 individuals in various USCG courses each fall and/or spring, managing paperwork, and communicating pre-course logistics to all participants
  - ii. managing records for USCG,
- collecting deposits and payments, keeping track of income accounting,
- assisting instructors with preparation and throughout course offerings,
- managing gear and supplies,
- managing housing for participants,
- Scheduling of pool and firefighting for Basic Training
- Assists in organizing on campus professional development activities for SEA crew

#### Additional Responsibilities

- Collaborate with other Marine Operations staff to:
  - Ensure timely coordination of logistics for vessel arrivals and departures and as well as other at-sea activities
  - Facilitate standardization of department activities across departments to better provide better support to programs
- Other duties as assigned

#### **Position Requirements:** *Minimum Qualifications*

- Excellent interpersonal skills, both verbal and written
- Experience recruiting and hiring
- Support for institutional diversity, equity, and inclusion
- Demonstrated project management and organizational skills
- Demonstrated ability to establish and maintain positive relationships with colleagues, staff, students, and outside agencies

This position requires an individual to be able to multi-task effectively, be flexible and innovative, and possess excellent communication skills. The ability to work as part of a team is also essential. It requires the flexibility to be able to meet the needs of our

sailing school vessels, including frequent work during non-traditional work hours (nights and weekends) and possible international and domestic travel.

#### Preferred Qualifications

- BS in Marine Transportation or equivalent experience
- USCG Merchant Mariner Credential (OS, AB or higher endorsement) or willingness to get one as able
- Wilderness First Responder (WFR) or higher advanced medical certification,
- Experience with database management

#### **Opportunities:**

##### Professional Development:

- The Marine Operations Support Coordinator will have the opportunity to attend SEA's crew training courses on campus in Woods Hole. They may also represent SEA at industry specific events and conferences.

##### SEA Time:

- If interested and able, the Marine Operations Coordinator: Ship Support person may be asked to join one of the ships for a turnaround or program. If so, additional requirements will include the ability to work for extended periods in an area exposed to weather during day and night hours. It may also require the ability to maintain vessel safety while executing the details of directing and teaching students.
- Shipboard duties require the physical ability and agility to quickly move and react to events on deck, to access below decks (ladders and companionways are provided), to climb aloft (ladders provided), and to live and work in confined spaces. Life at sea demands the physical, psychological, and emotional ability to adapt to a ship's watch schedule, to work in groups or alone (sometimes in remote un-monitored spaces), to withstand extended periods of time on a moving vessel without daily access to shore resources, and in case of an emergency to perform emergency duties under adverse circumstances.

**Reports to:** The Marine Operations Coordinator: Ship's Support hire will report to the Marine Planning & Logistics Manager.

**Benefits and Compensation:** Starting salary for the Marine Operations Coordinator: Ship Support is \$45,000/year, though payrate will be commensurate with experience. SEA offers full time employees a benefits package that includes health, dental, and vision coverage; life insurance; retirement plans; Aflac; flexible spending accounts; and generous vacation/sick/personal time and holidays.

**How to Apply:** Please submit resume, cover letter and 3 professional references to [tsullivan@sea.edu](mailto:tsullivan@sea.edu) Applications will be accepted until position is filled.