

Science Education Coordinator

The Bermuda Institute of Ocean Sciences (BIOS) is an independent U.S. non-for-profit marine research and educational organization based in Bermuda. For over 100 years BIOS has been committed to seeking and sharing fundamental knowledge of the oceans and complex environmental issues through exploration, hands-on programs, cutting-edge technology, and state-of-the-art research methods.

The **Science Education Coordinator** plays an integral role in supporting the institutional goal of providing high quality on-site education support that facilitate connections with BIOS's research programs and Bermuda's natural environment. The coordinator will work closely with other BIOS-based teams including reservations and catering, small boats, development, accounts and facilities teams to support student experiences. The candidate will plan, produce and execute engaging programming for students through BIOS's annual visiting and local education programs. The core role of this position is the coordination ahead of and execution of ~40 schedules a year of visiting high schools, universities and adult groups who reside at BIOS for 4–10-night courses. The ideal candidate is enthusiastic about working with international student cohorts with experience demonstrating and engaging students with research. The candidate will confidently grow and maintain group retention and co-design new laboratory and field excursions for the program.

Due to the hands-on nature of the position, the coordinator must be willing to live either on BIOS campus or in the east end of the island. This position requires night and weekend work as per requirements within individual course schedules and preparation thereof.

The coordinator will report directly to the Director of Education and Community Engagement.

Key Responsibilities will include:

- Co-design education schedules with course instructors to develop exciting, innovative and inclusive schedules for the visiting groups program.
- Support instructors as they plan and budget for their courses.
- Update and maintain marketing materials for new group recruitment.
- Manage booking calendar for educational guides and lectures.
- Communicate with support departments on weather-related shifts in programming.
- Liaise with group leaders prior to course arrival.
- Liaise daily with group leaders on schedule execution and assess changing needs.
- Establish a mode of communication with each group leader when they arrive.
- On-site contact for all non-emergency related incidences.
- Assess all needs for accident reporting to BIOS's Health and Safety committee.
- Deliver core educational tours, labs and field guide support.
- Support the design of effective evaluations on programmatic activities and guest experience.
- Manage upkeep of group contacts file and notes to improve group leader relations.
- Identify student barriers to participation in activities and explore how to support needs of student groups.
- Work closely with marketing team to identify and promote the program to further increase participation.
- Work closely with the communications team for articles, media opportunities and report writing.
- Work alongside the development team for future recruitment of new groups' leaders including travel to present and meet with principals and deans at international locations.
- Engage with local community organizations, agencies and services to build positive links and work to expand external opportunities available, build a portfolio of services, schemes, contacts and agencies to meet the needs of our learners.
- Proactively engage with students being visible around campus, encouraging them to ask questions.
- Assist in recruitment of new groups and promote BIOS as a site for field courses through the execution of Educator Workshops.
- Assist in curating content on group engagement to support development efforts.
- Proven ability to confidently work on small boats, have demonstrable in-water competency and the ability to work across varying weather conditions.

The successful candidate should have:

- Bachelor's Degree in science or science education
- University Level teaching experience
- 2+ years of prior experience leading educational groups
- 2+ years of prior experience leading outdoor education
- Swimming and snorkel competency
- First Aid and CPR certified
- Ability to communicate scientific research and educate all age groups (from age 6 to 100)

Interested candidates should email applications, with cover letter, detailed resume and three references to hr@bios.edu (**please reference the job title in the subject line of email**) or by mail to:

Human Resources
Bermuda Institute of Ocean Sciences
17 Biological Station, St. George's GE 01
Phone: 297-1880 ext. 129

Closing date: October 1, 2022

BIOS is an equal opportunity employer with a drug-free workplace and excellent learning environment.