



BACK TO THE SEA

Manager of Science Education

Location: Dartmouth (Punamu'kwati'jk), Nova Scotia (Mi'kma'ki)

Status: Contract ending March 31st, 2025 with potential of extension

Start date: April or May 2024

Hours: Full-time, with partial 4-day workweek pilot program (see *Terms of Employment* section for details)

Wage: \$40,000-\$45,000 annual salary, prorated based on start date and commensurate with experience

Eligibility: Graduates aged 15-30 (see *Eligibility* section for details)

The Back to the Sea Society is a charity dedicated to sparking curiosity for local marine life and inspiring a desire to protect the ocean. We run a variety of ocean based educational programs, including the Back to the Sea Centre, a miniature marine interpretive centre located in Dartmouth (Punamu'kwati'jk) that abides by a collect-hold-and-release philosophy. We are looking for an enthusiastic, curious and knowledgeable person who has a strong interest in ocean conservation to join our team and help advance our mission.

Summary of Position

Reporting to the Executive Director (ED), the Manager of Science Education will be responsible for the oversight of all our educational science programming, which includes creating and launching new programs, events and activities. They will supervise summer staff and work with the ED to ensure that operations are running smoothly. They will also take part in delivering interpretive programs and animal demonstrations to the visitors of the Back to the Sea Centre while inspiring these guests to protect our ocean. The Manager will assist the ED with a multitude of tasks, including fundraising and event planning. They will also play a key role in creating and establishing ocean-themed exhibits in the Back to the Sea Centre, helping the organization optimize the use of the new building that they began occupying in 2023. The successful candidate needs to have prior experience in a supervisory or management role. Knowledge of the ocean and local intertidal species is an asset; passion for environmental conservation is a must. Completed education in sciences (biology, environmental, marine biology, oceanography), aquaculture, fisheries and oceans management, or similar is preferred and relevant experience will be considered. Previous experience leading programs for the general public and a valid driver's license is also required. Candidate must be comfortable handling live marine invertebrates and capable of having their hands submerged in water that contains shellfish. This position involves a combination of on-site work and working from home.

Duties and Responsibilities

Program Creation and Management:

- Create new science-based programs, including curriculum-based programs for schools, summer camp activities, and programs for the general public, engaging other staff and volunteers as needed

- Schedule all educational programs, including school and day camps at the Back to the Sea Centre and events with external partners
- Oversee and participate in the creation of new ocean-themed events, activities, workshops and lectures happening throughout the year
- Work with the ED to set up the Back to the Sea Centre prior to every season, including assisting with training
- Create schedules and supervise the summer staff, acting as the first point of contact
- Manage sales, including preparing deposits
- Work with ED and other partners to expand the current exhibits and optimize the Centre. This includes the creation of new hands-on science exhibits.
- Manage risks and ensure participant safety
- Maintain a professional relationship with external organizations and act as a Back to the Sea ambassador
- Other executive assistant tasks as they arise

Science Communication and Visitor Experience

- Deliver scientific interpretive programs for a wide range of audiences at the Back to the Sea Centre and on Tidal Trekkers trips
- Welcome visitors, provide necessary information and maintain a high level of guest satisfaction through energetic interactions
- Participate in the evaluation of group programs
- Communicate animal handling protocols to guests, for both animals in touch tanks and at the beach
- Maintain appearance of building, information panels, hand-washing station, props and materials
- Help with animal husbandry and aquaristing duties to maintain the live specimen exhibits (includes cleaning the tanks, monitoring water quality, etc.)
- Perform duties associated with opening and closing the Back to the Sea Centre
- Help with social media posts when required. Act as the communications lead in the absence of a Communications Coordinator.

Eligibility

- The funding stream we are using for this position has the following eligibility requirements:
 - must be between 15 and 30 years old (inclusive) at the start of the internship;
 - must be legally entitled to work in Canada;
 - must be a Canadian citizen, permanent resident or have been granted refugee status;
 - cannot be in receipt of Employment Insurance during their internship;
 - cannot be currently enrolled in school; and
 - must be a graduate of degree or diploma programs from universities, colleges, post-secondary schools of technology, post-secondary institutes and CEGEP (collège d'enseignement général et professionnel, Québec).

Requirements/Qualifications

- Completed education in sciences (biology, environmental science, marine biology, oceanography), aquaculture, fisheries and oceans management or similar preferred. A different degree paired with related experience will be considered.
- Have an aptitude for safe work practices
- Have the ability to multi-task in a busy work environment
- A positive attitude towards working productively as part of a team while responding to feedback
- Outstanding organizational and time management skills
- At least one season of interpreter/informal educator experience
- Excellent client-facing skills
- Experience supervising staff and/or volunteers
- Excellent interpersonal communication skills needed to converse with visitors, staff and other organizations, however English does not need to be your first language
- Creative, assertive, and proactive in problem solving
- Flexible and ready to “wear many hats”; enjoys a challenge
- A valid driver’s license and access to a vehicle (personal or a car share system)
- The following are considered assets:
 - Experience creating informal science-based programs (e.g. for museum institutions, camps, youth clubs, etc.)
 - Knowledge of local intertidal and subtidal Atlantic marine life
 - Knowledge of animal husbandry and aquarium pumps and flow distribution systems
 - Spoken and written French
 - Standard First Aid training
- Will be required to complete a Vulnerable Sector Check

Terms of Employment

- \$40,000-\$45,000 annual salary, prorated based on start date and commensurate with experience
- Full time position, where you will be participating in a 4-day workweek trial. Wage is a fixed salary, with the same pay during 4-day weeks.
 - 5-day weeks from April to September (40 hours/week)
 - 4-day weeks from October to March (32 hours/week with one weekday off)
 - Must be available to work some weekends, holidays and occasional evenings
 - Schedule flexibilities
- 3 weeks paid vacation per year (prorated to contract length), with a blackout period from May 13th to July 1st
- Paid holidays (including cultural “floater” holidays) and wellness days
- Hybrid work environment:
 - Majority of work in the on-season (April to September) is completed in-person
 - Majority of work in the off-season is completed from home
- Health spending account (no health benefits)
- Barrier alleviation funds may be available to help cover a portion of costs related to transportation, childcare, remote work support and/or adaptive technology

Working Conditions

The seasonality of our Centre means that the work looks quite different in the on-season (May to September) than the off-season. This position will require a mix of working from home and working on-site. Our team makes use of the Google suite (Chat, Meetings, and Drive) to ensure an organized and positive online working environment. Back to the Sea abides by a “Fun yet Professional” work culture and we love to celebrate wins! The schedule varies week to week and the candidate must be available to work some weekends, holidays and occasional evenings.

Physical Requirements

This position requires standing for extended periods, having your hands in cold salt water on a daily basis and occasionally involves the lifting of heavy water buckets. It may also require walking along coastlines that may be somewhat rugged. The Back to the Sea Centre is wheelchair accessible. **Should the chosen candidate have any disability that makes the standard nature of this position not possible, we will work with them to ensure that this position is accessible to them.** Candidate must be comfortable handling live marine animals and capable of having their hands submerged in water containing shellfish.

Application Process

To apply, submit your cover letter, resume and two references in the form of a single pdf document to Magali Grégoire at backtotheseastaff@gmail.com. Applications must follow these guidelines or they will not be considered.

If you require any assistance with the application process, please contact us. Qualified applicants are welcome to send inquiries about the role to backtotheseastaff@gmail.com or call 902-817-2007. While we will acknowledge the receipt of your application, only those selected for an interview will receive a second contact.

Back to the Sea works in the traditional lands of the Mi'kmaq.

Back to the Sea is committed to Employment Equity. We encourage applicants from Indigenous People, Visible Minority Groups, Persons with Disabilities, people of the LGBTQ+ community and Women to occupy positions where they are underrepresented. It is the responsibility of every team member of Back to the Sea to embrace a culture that promotes diversity.