



## **O'Neill Sea Odyssey**

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### ***O'Neill Sea Odyssey Job Description Science Outreach and Engagement Coordinator***

#### ***ORGANIZATION OVERVIEW***

O'Neill Sea Odyssey (OSO) is an ocean education nonprofit 501(c)3 based in Santa Cruz, California. O'Neill Sea Odyssey provides hands-on ocean-going experiences designed to ignite scientific curiosity and student engagement. OSO serves 4th through 6th-grade students on our floating classroom, a 65-foot catamaran, sailing on the Monterey Bay and at its Shoreside Education Center in the Santa Cruz Harbor. The program is free, and uses curriculum that aligns with best practices and current education standards. The OSO program creates life-long memories that inspire a new generation of ocean stewards.

#### ***POSITION DESCRIPTION***

The Science Outreach and Engagement Coordinator plays a vital role in advancing OSO's mission by connecting people to the ocean through storytelling, collaboration, and community action. This is a new role, and we are looking for someone that is passionate about the ocean, and have a passion to help us develop the content, relationships and opportunities to expand our visibility in our community.

This part-time position strengthens community partnerships, increases public awareness, and builds support for OSO through marketing, social media, volunteer coordination, and events. It's an exciting opportunity for a creative communicator who is passionate about environmental education, community engagement, and expanding access to our coast and ocean.

This role reports directly to the Executive Director and works approximately 24 hours per week with a flexible schedule (primarily Monday–Friday, 9am–3pm, with limited weekend hours as needed). Work takes place at OSO's Education Center in the Santa Cruz Harbor and occasionally aboard the 65-foot floating classroom, the Team O'Neill catamaran.

**Compensation:** \$30–\$35 per hour, depending on experience.

#### ***KEY RESPONSIBILITIES***

##### **Marketing & Communications**

- Create and manage content across digital platforms, including website, newsletters, and social media.
- Produce engaging stories, visuals, and video content that highlight OSO's mission and programs.
- Coordinate with administrative staff team to promote events, milestones, and campaigns.
- Track and analyze engagement metrics to inform communications strategy.

##### **Program & Volunteer Support**

- Recruit, onboard, and support volunteers/instructors for events, outreach, and administrative support.
- Serve as on-site contact for volunteers and maintain volunteer communications and records.
- Celebrate and recognize volunteer contributions.
- Coordinate logistics and promotion for OSO-hosted community and donor events.
- Maintain familiarity with OSO curriculum and logistics, to provide instructional support as needed.

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## **Community Engagement & Outreach**

- Build and maintain relationships with local schools, community groups, and nonprofit partners.
- Support outreach strategies that promote inclusion and access, particularly among underserved communities.
- Identify new opportunities for OSO to grow its community presence and impact.
- Represent OSO at community meetings, local fairs, tabling opportunities, and other outreach events.
- Collaborate with administrative team to provide high-quality organizational events focused on fundraising and community-building initiatives.

## **MINIMUM QUALIFICATIONS:**

- 2–4 years of experience in community outreach, communications, marketing, or a related field.
- Excellent writing, speaking and storytelling skills.
- Proficiency in social media platforms, email marketing, and design tools like Canva or Adobe Creative Suite.
- Prior experience using Customer Relationship Management (CRM) Software preferred.
- Documented experience in the environmental, marine or biological science.
- Experience in volunteer management and/or event coordination is a plus.
- Bilingual (Spanish/English) preferred
- Collaborative and adaptable, with the ability to work independently and as part of a team.
- Availability for occasional evening or weekend events.
- Positive communication skills. Comfortable communicating with internal stakeholders, external partners, and individuals from different racial, ethnic, and cultural backgrounds.
- Must pass a criminal background check, and participate in regular drug screening.

## **TO APPLY:**

We understand and encourage interested candidates who have experience in majority of the skill areas to apply and tell us why you believe you would be a good fit for this role. Please submit a one-page cover letter and resume highlighting relevant experience to Tracey Weiss at [osoexecdirector@oneillseaodyssey.org](mailto:osoexecdirector@oneillseaodyssey.org), subject line “OSO Science Outreach and Engagement” Applications will be reviewed on a rolling basis.

## **OUR COMMITMENT:**

At O’Neill Sea Odyssey, we value a diverse, inclusive, and equitable workplace where all employees and volunteers, regardless of gender, race, ethnicity, national origin, age, sexual orientation or identity, education, or disability— feel valued and respected. We respect and value diverse life experiences and backgrounds, ensuring that all voices are valued and heard.

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