



Reef Environmental Education Foundation

REEF Marine Conservation Fellowship Program Education and Events Fellow Position Description

Program Responsibilities and Opportunities for Career Experience: The fellow's responsibilities focus on engaging REEF members and the general public with REEF's programs and marine conservation mission. Gain experience and an inside look into strategies for developing and expanding the REEF Ocean Explorers Education Programs, including Summer Camp, Expeditions, Discovery Programs, Virtual Field Trips, and other education initiatives facilitated primarily for groups through the REEF Campus. The fellow will gain experience building partnerships with new and existing formal and informal education groups, developing marketing and booking toolkits, and leveraging the current momentum of the Ocean Explorers Program to broaden its scale, scope, and impact. The REEF Education and Outreach Manager will support and mentor the fellow as they gain career experience in the following areas. Program areas include the following:

Ocean Explorers Courses, Expeditions, and Summer Camps

- Assist with planning and facilitation of the REEF Ocean Explorers Programs. Tasks include supporting scheduling, preparation, promotion, and facilitation of educational programs for student groups based at the REEF Campus and offsite
- Support logistics and communications with education programs, student groups, and partner organizations. Common points of communication revolve around coordinating program venues, creating program itineraries, providing information to answer questions, and supporting each group's planning leading up to the program
- Help ensure program success by supporting program inventory and packing relevant supplies/materials for each program or outreach event
- Create and implement program evaluation tools for participants, group leaders, and the REEF staff/interns that facilitate each program. Support the Education & Outreach Program Manager in using this information to improve program offerings
- Create promotional materials such as flyers, social media content, and webpage updates. Help develop advertising strategies to increase awareness and participation in REEF programs
- Assist with creating and structuring courses, expeditions, and summer camp schedules. Help develop custom lesson plans, games, and activities to use in student sessions
- Serve as a camp counselor and program facilitator leading student activities
- Lead and teach Ocean Explorers programs. Help develop curriculum offerings and train new Marine Conservation Interns on how to facilitate the programs

Outreach Programs

- Assist with coordination of Marine Conservation Intern schedules for outreach events
- Support REEF's participation in new outreach and education opportunities
- Assist with planning and preparation for outreach events. This includes preparing store merchandise to sell at the event, planning and packing for the event, and coordinating travel logistics as needed
- Serve as a lead at outreach events. This includes developing hands-on activities to facilitate at the event, setting up necessary items at the event, actively engaging guests, handling payments and purchases, and breaking down the event items

REEF conserves marine environments worldwide. Our mission is to protect biodiversity and ocean life by actively engaging and inspiring the public through citizen science, education, and partnerships with the scientific community.

Invasive Species Program

- Organize and conduct Lionfish Collecting and Handling Workshops, both as standalone events and in conjunction with the REEF Lionfish Derby Series
- Oversee registration for Lionfish Collecting and Handling Workshops and provide regular updates to workshop attendees
- Assist with lionfish outreach events, including outreach program preparation, planning activities, organizing student volunteers, packing and unpacking
- Coordinate and supervise student volunteers for Lionfish Derbies
- Plan and facilitate Lionfish Jewelry Workshops

REEF Event Coordination and Support

- Work with appropriate program leads on event planning for major annual projects and events, including the Lionfish Derby Series, Fish Out of Water 5K, REEF Fest, and REEF by the Sea
- Assist with attendee tracking and surveys for TDC event grants
- Assist supervisor with tracking of information taken at in-person and campus events and transfer from physical data to digital data

Marine Conservation Internship and General Operations

- Assist with training and support of the incoming Marine Conservation Interns
- Act as a leader and mentor for current Marine Conservation Interns
- Assist with daily tasks, phone and email communications, and office support as needed
- Assist with REEF Campus events as needed, including REEF Fest, Lionfish Derbies, and REEF by the Sea