

Job Title: Outreach Secretary

Organization: New England Ocean Science Education Collaborative (NEOSEC)

Location: Hybrid. In-person yearly commitments include: 1 Working Retreat (winter, 1.5 days), 2 Governing Council Meetings (spring & fall, 1.5-2 days), 1 Executive Committee retreat (fall, 1 day). Travel around New England is required.

Position Type: Part-time (5 remote hours per week on average, more time required for in-person commitments), hourly non-exempt. One-year position, continuation dependent upon fundraising.

Salary Range: \$18 - \$20 / hour

Anticipated Start Date: Late Summer 2025

Reports To: NEOSEC Program Manager

Position Summary:

NEOSEC is seeking a detail-oriented and organized Outreach Secretary to support its mission of promoting ocean literacy and fostering collaboration among educators, scientists, and the public throughout New England. The Outreach Secretary will play a key administrative role by managing communications, maintaining digital platforms, and coordinating outreach activities. This position is ideal for someone who is passionate about science education and has strong communication and organizational skills.

The New England Ocean Science Education Collaborative (NEOSEC) leverages and strengthens the region's extraordinary ocean science and educational assets to advance understanding of the vital connections between people and the ocean. NEOSEC is a collaboration of 38 institutions from across New England, including aquariums, museums, universities, government entities, and science & research centers, that share a commitment to making Ocean Literacy equitable and accessible for all of New England. Our combined expertise, resources, and networks strengthen our member institutions and the programs and services they offer in support of their missions.

Key Responsibilities:

Administrative Support & Meeting Coordination

- Schedule, organize, and provide administrative support for internal and external meetings, including committee and member meetings.
- Prepare agendas, take and distribute minutes, and manage follow-up tasks.
- Maintain organizational calendars and contact lists.
- Assist in event management for the biennial Ocean Literacy Summit.

Website and Digital Content Management

- Update and maintain the NEOSEC website, ensuring content is current and accurate.
- Post updates about events, news, and resources relevant to the collaborative.

Social Media and Communications

- Develop and schedule engaging social media content across NEOSEC's platforms (e.g., Facebook, Twitter/X, Instagram, LinkedIn).
- Monitor engagement and respond to inquiries or comments in a timely and professional manner.

Email Newsletter Management

- Create and distribute NEOSEC's email newsletters using platforms like Mailchimp or Constant Contact.
- Manage mailing lists and monitor campaign analytics for effectiveness.

General Outreach and Community Engagement

- Assist in promoting events, programs, and initiatives to member organizations and the wider community.
- Serve as a primary point of contact for general inquiries via email and social media.

Qualifications:

- Associate's degree or higher in communications, environmental studies, marine science, or a related field (or equivalent experience).
 - Strong organizational and time-management skills.
 - Excellent written and verbal communication abilities.
 - Experience with website content management systems (e.g., WordPress), email marketing platforms, and social media scheduling tools.
 - Proficiency in Microsoft Office and Google Workspace.
 - Ability to work independently, take initiative, and collaborate as part of a small, mission-driven team.
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Preferred Qualifications:

- Familiarity with ocean science or science education organizations.
 - Experience working with collaborative networks or non-profits.
 - Basic graphic design or Canva skills for content creation.
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Work Environment & Schedule:

This is a hybrid position, with flexible scheduling available. Occasional evening or weekend work may be required for meetings or events.

To Apply:

Please send a cover letter and resume to info@neosec.org.