

Learning Initiatives Coordinator

New Jersey Sea Grant Consortium (NJSGC)

Salary: \$55,000/year

The [New Jersey Sea Grant Consortium](#) (NJSGC) is seeking a **Learning Initiatives Coordinator** to support and grow its Education Program. Reporting to the Director of Education, this position plans, coordinates, and supports a variety of educational initiatives to ensure smooth operations and strong learning outcomes. This role is situated at NJSGC's headquarters in Highlands, NJ.

Key Responsibilities:

- Coordinate and expand youth education programs, including *Oceans to Go* and *Marine Science Summer Camp*
- Serve as lead coordinator for [Ocean Fun Days](#), NJSGC's premier public outreach event
- Develop new learning initiatives for life-long learners
- Support teacher training programs and grant-funded education projects
- Manage program logistics, schedules, registrations, and records
- Develop engaging educational displays and maintain classrooms and aquariums
- Represent NJSGC at outreach events and professional conferences

Qualifications:

- Bachelor's degree in science and/or education or other relevant field; Master's degree a plus
- 2-3 years of experience in program coordination, administration, or related educational field
- Strong communication, organization, and customer service skills
- Knowledge of educational practices and environmental/ocean/climate topics
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Canva
- Ability to work collaboratively and manage multiple projects
- Occasional evening and weekend work required
- Ability to climb stairs and lift up to 25 pounds

Why NJSGC:

Join a mission-driven organization dedicated to ocean and environmental education through hands-on learning and community engagement.

How to Apply:

Interested applicants should apply by clicking on the application [link provided](#). Be sure to have your cover letter, resume and 3 references to include for upload. Start date is expected on or before March 23, 2026.