



Sawfish Conservation Society Inc.
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Education Committee Chair

Job type: Voluntary, unpaid with future earning potential (dependent on funding success)

Term: Part-time (e.g., 3-8 hours/week) 12-month position w/ renewal potential

Location: Remote, virtual

Application closing date: Open until filled

The Sawfish Conservation Society (SCS) is a 501(c)(3) charity whose mission is to connect the world to advance sawfish education, research, and conservation. The SCS is a global organization with the core values of inclusion, collaboration, and respect. At the SCS we celebrate and value diversity and welcome employees, volunteers, and members of all races, colors, religions, genders, gender identity or expressions, sexual orientations, national origins, genetics, disabilities, ages, or veteran status.

Position brief:

The Education Committee Chair will manage the Education Committee and serve as the liaison between the Board of Directors and the Education Committee. The Education Chair is responsible for guiding the development, testing, and presentation of original and informative content regarding sawfish conservation to the public to increase sawfish education on a global scale. This is to be done through the regular posting and monitoring of materials on SCS social media platforms, and through online, school, and public outreach presentations.

Responsibilities:

1. Further develop and supervise the Education Committee
2. Organize and run regular formal meetings (e.g., every other month) with the Education Committee, as well as informal meetings as required to complete tasks
3. Develop original ideas for educational social media and outreach content (including school curriculum)
4. Identify and apply for funding to support SCS education activities
5. Schedule regular SCS outreach events (virtual or in-person)
6. Work with the Communications Manager to ensure educational social media content is created and posted to SCS social media platforms on a regular schedule
7. Research current and emerging online educational tools
8. Liaise with the Communications Manager, Research Committee Chair, and Fundraising Committee Chair to promote SCS educational materials
9. Provide Education Committee updates to the Board of Directors during formal meetings

Requirements:

1. Two years of education/training/professional experience in conservation, education, or related field
2. Proficiency working in a remote/online setting (e.g., Zoom)
3. Knowledge of sawfish and/or marine conservation in preferable

To apply:

Submit a cover letter, CV, and contact information for two references to vicepresident@sawfishconservationsociety.org with the subject line "Education Chair". Application review will begin October 1 and continue until position is filled.