



American Sail Training Association

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Education Coordinator – Job Description (January 2007)

Objectives: To promote education under sail by increasing public awareness of and support for sail training and education under sail. The Education Coordinator will foster learning experiences for youth of all ages through the development of unique programs on ASTA vessels, in ASTA ports, as well as in schools and other youth organizations.

Areas of Responsibility: There are four (4) broad, but complementary, areas of responsibility:

1. *Developing and managing existing ASTA grants/appropriation programs;*
2. *Grant research/writing and pursuit of new funding opportunities and partners for education initiatives;*
3. *Administering scholarships and grants programs in collaboration with other ASTA staff and Board Members;*
4. *Developing, recruiting, and supervising volunteer and intern positions;*

Working Relationships: Education Coordinator reports to the Executive Director and will work closely with other staff and volunteers, including the ASTA Sail Training and Education Committee, to oversee the conduct of overall programs and attainment of their goals with available and potential resources. The Education Coordinator serves as the central point of contact for ASTA member organizations' education directors and educational programs and is the staff liaison to the Sail Training and Education Committee, as well as other committees as assigned.

Specific tasks will include, but are not limited to:

- Managing all aspects of ASTA programs in support of sail training and education under sail, including but not limited to the ASTA Tall Ships Youth Adventure Program (The Dept. of Justice's Office of Juvenile Justice and Delinquency Prevention Program grant).
- Maintaining working relationships with marine educators on board ASTA vessels, affiliate members, and port partner programs to build a functional network through which to exchange information;
- Communicating/interfacing with schools, colleges, universities and other youth and community organizations locally and nationally on a regular basis;
- Developing educational program content for the ASTA Annual Conference and Regional Meetings;
- Researching, planning and designing new educational initiatives in connection with Tall Ships® events;
- Developing marketing strategies and tools to promote ASTA's educational mission.

Interested candidates should send a cover letter and resume: lori@sailtraining.org.

No calls please.