

Interim Education Manager

Position Title:	Interim Education Manager
Employment Classification:	Temporary, Hourly, Full-Time, Non-Exempt
Reports to:	Interim Director of Education & Guest Experience
Department:	Education
Salary:	\$30.00 per hour
Benefits	80 hours each of Vacation, Holidays, and Sick Time per year; 100% of premiums for medical, dental, life, and LTD; 401K and FSA Plans

JOB SUMMARY

The Interim Education Manager provides daily operational leadership for education programs including school, public, and community programs. This position ensures safe, consistent, and high-quality program implementation, supports guest experience, coordinates schedules, assists with training, and supervises Interim Education Specialists and front-line staff. Interim Managers work on assigned days to ensure full-week management coverage.

DUTIES AND KEY RESPONSIBILITIES

- Collaborate with Education leadership team to design safe operating protocols and training procedures to carry out all school, youth, and community programs
 - Directly oversee assigned Education Specialist(s) and frontline staff, including but not limited to coordinating schedules, approving timecards, and assisting with hiring, training, and developing personnel
 - Oversee and support all functions of the Living Coast volunteer program to support the critical needs of all departments and areas within the organization
 - Support the logistics and daily operations of onsite and offsite programs and the engagement of program participants and visitors to the Living Coast; assist in oversight of facility rentals and events
 - In conjunction with Animal Care, may be responsible for some training of staff and volunteers on animal handling, animal care procedures, and interpretive materials
 - Appear as a live spokesperson on media opportunities as assigned
 - Attend all relevant management and staff meetings, within and across departments, communicating progress and needs
 - Conduct operational manager duties such as responding to guest issues, helping in the gift shop, responding to emergencies, and opening / closing rounds and checks
- *Additional duties if classified as bilingual (English/Spanish):**
- Communicate with constituents in Spanish as needed and provide translation of simple written materials (*at least 20% of job duties requiring Spanish language use*)

QUALIFICATIONS

Education, Experience, and Certifications

- B.A./B.S. or equivalent experience in Science, Education, Community Relations, or related field
- 1+ years of experience managing or coordinating programs and paid staff in a school, science center, zoo, nature center, or similar environmental focused program; experience working with and/or managing volunteers preferred
- 2+ years of experience teaching students or groups in a formal or informal education setting
- 1+ years of experience in the handling and presentation of animals in interpretive programming within a zoological institution or museum preferred

- Working knowledge of endemic and exotic wildlife and ecosystems and/or coastal and wetland environmental issues
- CPR/First Aid Certified or ability to obtain within first 6 months.
- California Driver License or ability to obtain within first 12 months.

Skills and Knowledge

- Proven ability to manage the execution of educational programs for student or public audiences; experience coordinating rentals and special events preferred
- Strong interpersonal and leadership skills; demonstrated ability to supervise and work with a variety of professionals while promoting positive team dynamics
- Should be a proactive self-starter with the ability to work independently; able to set priorities, solve problems, and be resourceful under pressure
- Excellent written and verbal communications skills
- Thorough knowledge of Microsoft Office Suite required; knowledge of Adobe Creative Suite, Canva, Outlook, Google, Altru by Blackbaud, Volgistics, or other management programs preferred

***For bilingual classification:** Fluent in English and proficient in oral Spanish at [Intermediate High level](#) (pay differential contingent on ACTFL testing and certification, provided by the Living Coast)

WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS

This position is a combination of office job and on-site manager. Occasional driving to meetings and events. Physical requirements include standing, sitting, typing, bending and lifting up to approximately 20 lbs. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: This position requires varied, flexible hours. Base schedule is **Sunday – Thursday, 8:30-5:00**.

Majority of the work will be onsite with occasional option to work from home at discretion of supervisor. Schedule may vary depending on coverage needs, events, & meetings.

This job description is intended as a guide to the general job responsibilities and is not inclusive of every duty the employee is expected to perform.

TO APPLY

Please submit cover letter and resume in electronic format to Cynthia Licon, Interim Director of Education & Guest Experience: Cynthia@TheLivingCoast.org. **Deadline:** Oct. 5, 2026.

Your cover letter should answer the following questions:

- Why do you want to work at the Living Coast Discovery Center?
- Why are you a good fit for this position?

The Living Coast Discovery Center is an Equal Opportunity Employer