About OLC-COSEE
The University of Washington’s Colleges of Education and of Ocean and Fishery Sciences, the Seattle Aquarium, and the California Maritime Academy have formed a partnership to establish an “Ocean Learning Communities Center for Ocean Sciences Educational Excellence (OLC–COSEE)”. The OLC-COSEE will foster collaborations among the oceanography research community, the science of learning community, the general public, and the maritime industry. Our central premise is that citizens need to become knowledgeable about ocean science and informed by current research if they are to become better stewards of the marine environment.

Ocean Learning Communities COSEE’s catalytic activity will be to develop and study Ocean Learning Communities, which are groups forged from traditionally disparate communities that come together to expand the community capacity and develop sustainable solutions to ocean management, research and educational problems. Goals are to: 1) cultivate functional, contributing and ocean literate citizens aware of the impact oceans have on their daily life and 2) strengthen the national COSEE network by developing ‘best practices’ methods for creating and sustaining learning communities. This will be accomplished by building a common language so diverse communities can learn and work together to promote science-based oceans management; fostering collaborations to engender solutions to marine-related problems; nurturing non-traditional ocean science-based partnerships; spreading science-learning and ocean science education at the public level; and learning about and disseminating models of how to build learning communities dedicated to science-based ocean management. OLC-COSEE can be visited on the web at [http://depts.washington.edu/cosee](http://depts.washington.edu/cosee)

Operations Manager – General Job Description
This position is responsible for managing the operations of the multi-institutional COSEE Center, a five year National Science Foundation (NSF) oceans outreach research center. The Manager will work with COSEE Center PI and director Veronique Robigou, and with leadership in each participating unit of the COSEE center (Oceanography, Education, Cal Maritime, Seattle Aquarium).

The Operations Manager will be housed with the Seattle Aquarium Society on Seattle’s waterfront. The position is responsible for OLC-COSEE’s day-to-day operations, including marketing and implementing public outreach, reviewing financial data and reporting financial performance, and assisting PI’s in monitoring costs. The Operations Manager is a non-voting member of the Director’s Board, and is to provide feedback to the Director on daily operations, and assist in supervising the project’s interns and graduate students. The Operations Manager will also schedule and coordinate the Participant Learning Communities’ workshops and other learning experiences, and assist in organizing the linkage workshops for scientists.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:
- Develop internal policies and procedures in compliance with Partner rules and regulations to ensure the successful day-to-day operation of the COSEE Center.
- Manage the development of the COSEE Center's multi-institutional reports that include
the NSF Annual Report and quarterly reports on research and outreach activities.

- Create a timeline for report writing. Oversee the timely submission of report sections by COSEE partners and compile and submit completed reports.
- Plan for and manage the work of the Center by tracking future commitments, maintaining a center calendar, seeking clarification on tasks, developing and communicating a plan of action to ensure deadlines and center objectives are achieved.
- Plan for, and manage, all COSEE workshops and catalytic events. Supervise event teams, secure and organize catering and event facilities.
- Establish meeting schedules for various COSEE committees, act as meeting facilitator, and to distribute minutes of the meetings.
- Collaborate with Partner administrative staff responsible for managing Partner fiscal matters to ensure successful Center operations.
- Serve as Communications Manager for internal and external communications.
- Manage internal communications between the Center Director, the Advisory Committee members, and other COSEE members on operational matters related to research and outreach.
- Serve as a primary point of contact for inquiries (this duty is shared with the center director). Use in-depth knowledge of the Center's organization, activities, and mission to facilitate communication and public relations with outside educational, research, philanthropic and government entities. Ensure that inquiries and requests are responded to on a timely basis.
- Securing content from COSEE partners, organize and maintain up-to-date website and print communications. Coordinate with Web development personnel.
- Support the COSEE Center's education and outreach efforts and manage internal communications with Center partners responsible for education and outreach. Assist PIs and partners in planning meetings and workshops, and with external communications.
- Support the work of the COSEE Center's Advisory Boards by managing internal communications. Provide planning and oversight of meetings.
- Serve as the Center Archivist for important documents and files. Coordinate with staff and faculty in participating units and provide oversight of a regular and detailed documentation of Center activities and accomplishments over time.
- Plan and oversee meeting and workshop support when events are held locally.
- Collaborate with faculty to pursue subsequent funding related to the Center.