

Job Position Overview:

Do you have a passion for marine life and have excellent computer skills? Gulf Specimen Marine Laboratories in Panacea, FL is hiring for a full-time social media/marketing coordinator & office assistant! We are looking for an organized individual who can multitask and work in an ever-changing work environment. Our ideal candidate has experience with social media and marketing engagement as well as good computer skills. Good people skills and a positive attitude are a must. Experience with Wordpress, Microsoft Publisher, and social media platforms is strongly preferred.

The work schedule is Tuesday - Saturday.

Responsibilities:

- Schedule social media posts weekly, engage with comments and respond to direct messages
- Answer the phone and make calls as needed
- Schedule field trips and birthday parties
- Take specimen orders via phone and/or email and create sales orders
- Create and schedule ads for Facebook and local newspapers and magazines
- Do monthly brochure runs
- Work in the gift shop and run the cash register
- Tag gift shop items as needed
- Edit the Gulf Specimen website as needed
- Design signs and projects for the aquarium
- Create events and fundraisers on Facebook as needed

Qualifications:

- Degree in marine biology, biology, or related field. Relevant work experience will suffice
- Experience working with children in an educational program setting
- Wordpress experience is preferred

Responsibilities Extended:

- Schedule social media posts weekly, engage with comments and respond to direct messages
- Answer the phone and make calls as needed
- Schedule field trips and birthday parties
- Schedule weekly specimen sales via constant contact
- Take specimen orders via phone and/or email and create sales orders
- Create and schedule ads for Facebook and local newspapers and magazines
- Do monthly brochure runs
- Work in the gift shop and run the cash register
- Tag gift shop items as needed
- Edit the website as needed
- Design signs and projects for the aquarium
- Create events and fundraisers on Facebook as needed
- Place gift shop orders
- Trip tickets
- Print membership cards and letters
- Mail out membership renewal letters each month
- Schedule lectures in classroom
- Update amazon wish list continuously as things are donated or needed
- Print blank membership cards as needed
- Assist with grant filing and documentation

Interested candidates please send a resume & cover letter to rudloe.cypress@gmail.com