

OCEAN EXPLORATION TRUST

Reviewer for English-to-Spanish translations of K-12 ocean exploration STEM education resources *Temporary Contract*

Status: Contract, term-position

Compensation Type: Hourly

Benefits Eligible: Not eligible

Hours: Part-time, up to 65 hours from 8/21/2020 through 10/15/2020

Reports to: Manager of Education Partnerships & Programs

Location: Remote

[Ocean Exploration Trust](#) (OET) is seeking a contractor experienced as a text reviewer and fluent in written Spanish to assist in the translation of resources for K-12 educators on ocean exploration and STEM topics. The contractor will be tasked with reviewing and fine tuning first-draft English-to-Spanish translations that are underway by another contractor.

General Requirements

- fluency in Spanish and strong Spanish writing skills
- familiarity with scientific vocabulary in Spanish
- conversational English for collaboration with OET staff
- motivation to collaborate with a remote project team
- comfort working in Google Suite software (Google Docs, Sheets, and Slides)
- reliable internet access for collaboration on cloud-based Google Suite platforms

Preferred Experience

- Experience designing or teaching lesson plans within Spanish-speaking classrooms or in-school outreach.

Project Goals and Scope of Services

The first-draft English-to-Spanish translations are being led by an environmental educator that specializes in free-choice learning settings and has a background in marine biology. The contractor selected through this process will work closely with this person to review draft translations and suggest grammatical or vocabulary edits and improvements through Google Docs. The current contractor will manage the formatting and finalization of each lesson.

The scope of this contract includes:

- review of the first-draft translations of 22 STEM lesson plans containing both student and educator versions, and in some cases, accessory worksheets, presentation slides, or activity cards. 14 of these 22 lesson translations are ready for review at the time of this announcement. The remaining 8 lessons will be ready for review approximately weekly.
 - Example lesson (in English) [eDNA- There's Something in the Water](#); Draft translation (in Spanish) [ADN Ambiental - Hay Algo en el Agua](#)

OCEAN EXPLORATION TRUST

- Review of the translation of 30 STEM lesson introduction paragraphs that will be hosted on www.nautiluslive.org and potentially other partner websites.
- 1-2 check-in meetings per month with OET's Manager of Education Programs & Partnerships and current educational resource translator via web conferencing for project status updates.
- Detailed tracking hours of effort on the project for invoicing.

Project Background

Ocean Exploration Trust is a non-profit organization founded in 2008 by Dr. Robert Ballard to engage in ocean exploration. Our international Nautilus Exploration Program centers on scientific exploration of the seafloor and many of our expeditions are launched from aboard Exploration Vessel (E/V) *Nautilus*, a 64-meter research vessel. [Learn more about OET and its education mission.](#)

OET offers a suite of educational resources designed to link classroom STEM content and twenty-first century skills with real-world applications of concepts fundamental to deep-sea exploration. OET has a collection of inquiry-driven, hands-on [STEM Learning Modules](#) aligned to and guided by the performance expectations of the Next Generation Science Standards, Common Core State Standards, and Ocean Literacy Principles. The STEM Learning Module collection has grown since 2015 to include 30 stand-alone modules. Additionally, OET has built a collection of more than 70 additional resources including at-home activities, design challenges, teaching animations, games, and graphics to equip educators and learners with introductory and instruction-enhancing material to bring exploration and discovery to students of all ages. The STEM Learning Modules were written by professional educators under contract, participating in professional development programs, and on OET staff.

Supported by a grant from the National Marine Sanctuary Foundation, OET is working in partnership with the NOAA Office of Exploration and Research to advance the availability and accessibility of culturally-relevant educational materials on STEM and ocean topics. Translation of the collection of STEM Learning Modules into Spanish is one of these funded grant activities. When complete, all STEM Learning Modules will be made freely accessible online at www.nautiluslive.org/education/resources.

Contract Timeline

- Selection of a review contractor will be made by August 21, 2020 with notifications to all interested respondents by August 25.
- Within one week of the award - Meet with hiring manager to complete all contract paperwork, establish access to project tracking tool, set-up meeting with collaborating contractor
- Ready to begin immediately - review of 14 lesson translation drafts. As finished and made available from the translation contractor - review of remaining translation drafts.
- Expected completion by October 15, 2020.

Contract Budget & Terms

All materials produced are considered work-for-hire and will be Ocean Exploration Trust products. All translated materials will be public domain and cannot be used for commercial purposes.

OET plans to support this project on an hourly rate basis of \$40/ hour. We estimate the project will involve 2-3 hours of review and revision per lesson and to contribute comments or suggestions to the collaborating contractor. Total hours for this contract are not to exceed 65 hours or \$2600 USD. Monthly, the contractor will

OCEAN EXPLORATION TRUST

provide the OET hiring manager an invoice for hours from the previous month. Invoices will be due within thirty (30) days of the completion of monthly work under net 30 payment terms.

To Apply:

Submit all elements of a statement of interest package to careers@oet.org by August 4, 2020, including:

- Contact Information - Name, Title, Organization (if applicable), Email, Mailing Address
- CV or Resume - (in English)
- Personal Introduction - (in English) not more than 800 words
 - Brief explanation of your background and experience in education material translation or editing.
 - Introduction of your interest in the project.
 - Introduction to experience in formal/informal science education and/or marine education.
- Writing Sample - (in Spanish) A sample piece of work to demonstrate your writing style, i.e. lesson plan or general text on a scientific/ engineering subject.

Ocean Exploration Trust is an Equal Employment Opportunity/Affirmative Action employer and provides equal employment opportunity to all persons without regard to race, color, religion, sex, national origin, age, genetic information, disability, veteran status, political beliefs, sexual orientation, and marital and family status.