



Science Coordinator

Status: Full-time

FLSA Classification: Exempt

Compensation Type: Salary

Benefit Eligible: Yes

Reports to: Chief Scientist

Est Base Salary: \$55,000 - \$73,000

Location: Negotiable (including remote in US); Preferred locations include Honolulu/HI, Narragansett/RI, Durham/NH.

Background

The Ocean Exploration Trust (OET) is a 501(c)(3) nonprofit organization—founded in 2007 by Dr. Robert Ballard—with the aim of exploring the ocean, seeking new discoveries, while pushing the boundaries of technological innovation, education and outreach. OET owns and operates *E/V Nautilus*, a 224-foot exploration vessel equipped with remotely operated vehicles (ROVs), acoustic mapping systems and other state-of-the-art exploration technologies. *E/V Nautilus* expeditions are conducted in partnership with the organization’s primary sponsor, NOAA Ocean Exploration, as well as in close collaboration with the ocean exploration community. Through telepresence, *E/V Nautilus* expeditions are streamed live to provide scientists and the public with real-time access to exploratory research and the excitement of discovery. Data and samples from expeditions are made publicly available to provide a foundational resource to stimulate follow-on research, exploration and management activities. OET is seeking a Science Coordinator to coordinate the science planning, execution and reporting of *E/V Nautilus* expeditions.

Position Summary

The Science Coordinator will provide critical science support by assisting OET’s Science Department with the planning, execution and reporting of expeditions aboard *E/V Nautilus*. Primary responsibilities will include coordinating communications between OET, expedition partners, and Scientists Ashore to ensure that expeditions address the primary needs of the ocean exploration community and of our expedition sponsors. The Science Coordinator will oversee the data logging and specimen processing procedures on ROV expeditions, including maintaining protocols, processes, supply inventory and equipment. Additional responsibilities include assisting with staffing and training contracted data loggers and science managers sailing on *E/V Nautilus* expeditions, with the goal of expanding the pool of available candidates within the program. Depending on their level of experience, the Science Coordinator will sail as the onboard Science Manager to oversee wet lab operations; Watch Lead to oversee the implementation of science objectives during ROV operations; and/or Expedition Leader on multiple expeditions each year, approximately 2-3 months per year. The Science Coordinator will support the Chief Scientist in the planning, execution and reporting of *E/V Nautilus*

expeditions, and will coordinate engagements with science partners to ensure that expeditions advance the priorities of OET's sponsors and the ocean exploration community.

Duties and Responsibilities

- Ensure that data logging and specimen processing carried out on OET expeditions meet the highest scientific standards, and address the priority needs of OET sponsors, the scientific community and the resource management community.
- Facilitate meetings with science partners to plan expedition activities. Schedule calls, set agendas, facilitate discussions, take and distribute notes. Follow up with relevant individuals after calls to ensure that work proceeds.
- Maintain all equipment and supplies in the wet laboratory aboard E/V *Nautilus* — including microscopes, freezers, refrigerators, fume hood, chemical lockers— to ensure they meet quality standards and address the needs of the scientific community.
- Oversee the onboard wet laboratory for specimen preparation, safety, adequate supplies, and management of space and chemicals. Oversee the mobilization and demobilization efforts of the wet lab for annual sea-going expeditions.
- Update inventory of lab supplies and chemicals. Prepare orders of science department consumables and equipment, including sourcing vendors and coordinating logistics for shipping to E/V *Nautilus*.
- Assist visiting scientists and contractors with completing onboarding paperwork.
- Train personnel that will sail on E/V *Nautilus* expeditions as science managers, science managers in training and data loggers.
- Work with the OET education team to select and mentor ocean science interns participating in the organization's Science and Engineering Internship Program.
- Draft permit applications and environmental compliance documents required for upcoming expeditions.
- Compile species guides and other background material relevant to expedition objectives.
- Coordinate with other OET departments and external scientists regarding the requirements for the collection of video data, environmental data and physical samples. Periodically review science protocols and update as needed.
- Coordinate creation of season-end science products and statistics. Assist in the development of the annual special issue in *Oceanography* summarizing accomplishments of the E/V *Nautilus* field season and other reporting efforts.
- Ensure that physical samples and associated metadata collected on E/V *Nautilus* expeditions are properly archived in publicly-available repositories. Engage relevant scientific experts to initiate follow-on analysis that can lead to scientific discoveries.
- Collaborate with OET's education and outreach team to develop educational and public-facing materials about the science and data processing procedures on E/V *Nautilus* expeditions.
- Contribute to OET's diversity, equity, and inclusion efforts.
- Other duties as assigned.

Shipboard Duties include

- Sail on E/V *Nautilus* expeditions as Science Manager, Watch lead, and/or Expedition Leader
- Stand 8 hours of watches per day as sample manager or watch lead
- Train data loggers, science managers in training and guest scientists
- Oversee the wet lab for specimen preparation, safety, and management of space, equipment and chemicals
- Ensure that relevant standard operating procedures, species guides, and other relevant background material is updated and available to the mission team
- Prepare ROV dive summaries and sample summaries. QA/QC science products that become part of the archive
- Work closely with data engineers to ensure that data logs from ROV dives and collected physical samples are integrated into expedition products and submitted to public archives
- Contribute to OET's mission to inspire and engage audience in ocean exploration by participating in outreach activities (e.g., live-streamed dives, ship-to-shore broadcasts, featured content development, etc).

Requirements

- B.S. in marine biology, marine geology, oceanography and/or related field
- 2-3 years of experience working with complex data sets or in a laboratory setting processing samples
- Sea-going experience
- Proficiency with Google Workspace and presentation software (e.g., Google Docs, Sheets, Slides, etc.)
- Strong written and oral communication skills
- Excellent organization, time management and mentoring experience
- Ability to work in close quarters in an at-sea environment
- Strong verbal and written communication skills, with the ability to communicate with people from different backgrounds
- (preferred) M.S. in marine biology, geology, oceanography and/or related field
- (preferred) Proficiency with ArcGIS and relational databases
- (preferred) Familiarity with the US ocean exploration program and community

Position Type/Expected Hours of Work

This is a regular full-time position (at least 40 hours/wk) and requires occasional work and travel outside of regular hours and/or on weekends.

Benefits

Competitive benefits package includes sea pay compensation; health, dental, vision insurance; life insurance; 11 paid holidays (including one floating) and accrual of paid time off; simple IRA matching funds for retirement; and training/professional development opportunities.



Travel

This position requires approximately 2-3 months of at-sea time per year, plus 1-2 weeks of additional travel for meetings per year.

Work Authorization

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

TO APPLY

Deadline: Open until filled. Review of submitted applications will begin on **October 14, 2023**.

Application: To apply, please submit the following to the form linked below.

- A cover letter describing why you are interested in becoming Ocean Exploration Trust's Science Coordinator
- A current CV;
- Three (3) references that can speak to your professional abilities, skill sets, and work ethic. List name, contact email, contact phone number, titles/affiliations, and your relationship to each individual. Please also note if you would like to be contacted before we reach out to anyone listed under your current employer (we understand that this can be a sensitive process). References will only be contacted for selected final candidates.

Upload your application at: <https://bit.ly/3LfUJ52>

Please contact us at careers@oet.org if you have any questions or issues with your application submission.

Equal Employment Opportunity/Affirmative Action Employer

Ocean Exploration Trust is an Equal Employment Opportunity/Affirmative Action employer in compliance with applicable laws. It is our policy to prohibit discrimination and harassment of any type. We provide 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. Ocean Exploration Trust is committed to creating an inclusive environment and organizational culture. [Learn more about our organizational diversity and inclusion efforts.](#)

OET is committed to including, amplifying, and making space for more Black, Indigenous, Latinx, Asian, Pacific Islander, Native Hawaiian, LGBTQIA+, and historically marginalized voices in the deep sea and STEAM communities. Candidates with these identities are encouraged to apply.