The Hurricane Island Center for Science and Leadership (HICSL) is a transformative learning community on Hurricane Island in Penobscot Bay, Maine. Our mission is to integrate science education, applied research, and leadership development through year-round educational programs and a seasonal, environmentally-sustainable island community. Through experiential education programs and research opportunities in STEM disciplines we aim to excite people about doing science and about being leaders in the next wave of scientific discovery and environmental conservation.

The Hurricane Island Center for Science and Leadership (HICSL) is seeking an individual to fill the position of Program Manager (hereafter referred to as the Manager). The Manager will assist in the management, communication, and logistics for all Hurricane Island programs. This position will report directly to the Program Director and work closely with all staff, both mainland- and island-based, to ensure smooth operation of all programs. The Program Manager is additionally expected to be integrated into the day-to-day operations of the island and help HICSL maintain our collaborative and intentional community.

* Communicate with facilitators, teachers, and participants to provide logistical support for programs;

* Communicate with our boat captains (contracted and island-based) to manage the program and island boat schedules;

* Be responsible for the preparation and transition of program spaces;

* Work closely with the Admissions Manager for the review, organization, preparation, and communication of all required participant paperwork;

* Act as a secondary, on-call administrator;

* Help develop and refine administrative systems for program management;

* Act as a positive role model for program participants;

* Occasionally assist educators with program delivery as necessary; and,

* Participate as a full member of HICSL’s intentional community, including:  
  * Following and enforcing campus policies and community expectations;  
  * Welcoming visitors to the island and communicating about HICSL’s mission and work;  
  * Participating in community tasks including daily and weekly chores; and,  
  * Performing other duties relating to the organization’s goals and mission as required.
A successful candidate must possess these Essential Qualifications:

- Clear and direct communication skills;
- Highly organized with a strong ability to multitask;
- Wilderness First Responder certification or willingness to complete training at your own expense prior to beginning employment;
- Ability and willingness to work and live in a remote, island community with rustic and off-the-grid accommodations where all staff share living and work spaces;
- A growth mindset including a willingness to be coached and openness to feedback;
- Work evenings, weekends, and holidays as needed;
- U.S. Citizen or non-citizen permanent resident;
- Demonstrated initiative to identify and complete projects and work independently or as part of a team with minimal supervision;
- Maintain a positive attitude; and,
- Effective interpersonal skills.

Preferred additional qualifications include:

- Experience working in outdoor education, scientific research, and/or in remote settings;
- Familiarity with social media;
- Experience engaging with students while teaching and/or working in an educational environment;
- Knowledge of New England marine and/or terrestrial environments and wildlife;
- Hold a valid driver’s license with good driving record (a vehicle is not required but is helpful during off island errands and exploration); and,
- Additional relevant certifications including, but not limited to:
  - United States Coast Guard Captain’s boating license or other boating certification;
  - Climbing certification; and,
  - Diving certification.

Compensation:

The Program Manager will receive room and board while on Hurricane Island in addition to a competitive salary, paid bi-weekly. This is a paid, contracted position without benefits.

Application materials: (application review begins Feb 1 and continues until positions are filled)

- Completed electronic application at https://hurricaneisland.campbrainstaff.com
- Cover letter explaining your interest in this position and your relevant experience;
- A letter of recommendation from supervisor or other professional who can speak to your strengths, abilities, and qualifications; and,
- College transcript (unofficial is acceptable) if applicable - not required for this position.