



# Belize Foundation for Research & Environmental Education

## **Belize *Dermatemys* Program Coordinator**

The Belize Foundation for Research & Environmental Education (BFREE) is seeking to hire a qualified person for a full-time position to coordinate a national program to conserve the critically endangered Central American River Turtle, *Dermatemys mawii*, (*Hicatee*) through community engagement and strategic partnerships. BFREE's mission is to, "Conserve the Biodiversity and Cultural Heritage of Belize", and is leading a regional effort to ensure this iconic species is conserved and sustainably managed for future generations.

### **SUMMARY OF THE ROLE**

The *Dermatemys* Program Coordinator is responsible for spearheading efforts and collaborating with multiple stakeholders on the implementation of a *Dermatemys* Conservation Management and Action Plan for the country of Belize. The Coordinator will work closely with multiple stakeholders including government agencies, researchers, non-government organizations, community based organizations, communities, and civil society.

### **REQUIRED TASKS INCLUDE**

- Coordinate the implementation of the *Dermatemys* Conservation, Management and Action Plan
- Facilitate and consult with the Hicatee Working Group (an active network of stakeholders working with Hicatee in Belize)
- Become knowledgeable on the species and associated on-going conservation initiatives
- Maintain and update the *D. mawii* database Collaborate on the development of social media strategies and campaigns to include educational materials related to wildlife conservation and watershed protection.
- Facilitate the annual Hicatee outreach and education campaign
- Develop and implement a fundraising strategy to support the implementation of the National Conservation, Management, and Action Plan, including developing and submitting proposals to fund components of the plan.
- Improve the overall management and coordination of *D. mawii* conservation in Belize (acquiring MOUs with partners, coordinating national and regional workshops, attending meetings involving key partners, visiting project sites in Belize, Mexico and Guatemala).
- Support community engagement and work to raise the profile of the species (community meetings, promotion at national events, ensuring continued outreach, and promoting Government recognition.
- Submit monthly , bi-annual, and annual reports to BFREE

### **QUALIFICATIONS**

#### **Education and Experience**

- A minimum of a master's degree in biology, ecology, environmental science or a closely related field
- Minimum four years research and management experience working with wildlife, with preference given towards persons with experience with turtles, other reptiles, or species of international concern
- Fluent in English and Spanish
- Excellent management and communication skills.
- Proposal writing and project implementation experience



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- Budget development and financial management and reporting experience
- Leadership experience

## **Skills and Abilities**

- Highly self-motivated and ability to work independently and collaboratively.
- Ability to manage multiple priorities with strong skills in planning and problem-solving.
- Strong understanding of program delivery and evaluation methodologies
- Strong organizational and project management skills
- Advanced level proficiency in Google and MS Office

## **DETAILS**

This full-time position starts January 1, 2023. This is a two year position with the opportunity to continue after evaluation. The Belize Dermatemys Program Coordinator must have their own workspace with internet connection, as the position is a remote working environment. Office equipment and supplies will be provided including a computer, software, communications, etc. Some travel is required for meetings, workshops, outreach engagements, and visits to partner sites and the BFREE Field Station.

## **SALARY and BENEFITS**

Salary is competitive and based on experience. Payroll is processed monthly. Employees are responsible for paying their own taxes to the government.

## **APPLY**

Please submit applications to Heather Barrett at [jobs@bfreebz.org](mailto:jobs@bfreebz.org) by December 1, 2022. Applications are to include a cover letter detailing their interest in the position and associated experience, an up-to-date resume or curriculum vitae, and three references. Only complete applications will be considered.