



BFREE

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 play a critical role in both field work and educational outreach activities with partners. 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

- 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).
- Coordinate the implementation of the *Dermatemys* Conservation, Management and Action Plan
- 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
- 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.
- Facilitate and participate in new and existing field research initiative including population assessments and genetic analysis of wild Hicatee throughout Belize
- 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.
- 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.
- Submit monthly, bi-annual, and annual narrative and financial reports to BFREE and funding agencies.



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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
- 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 July 1, 2023. This is a two year position. 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 bi-monthly. Employees are responsible for paying their own taxes to the government.

APPLY

Please submit applications to Heather Barrett at jobs@bfreebz.org by May 31, 2023. Applications are to include a cover letter detailing their interest in the position and associated experience, social security card, an up-to-date resume or curriculum vitae, and three references. Only complete applications will be considered.