



# BFREE

**Position: Administrative Assistant**

**Time Commitment: Full-time, Monday through Friday, some weekends required**

**Starting Date: Immediately**

The Belize Foundation for Research & Environmental Education (BFREE) strives to successfully integrate scientific research, environmental education, conservation, and create sustainable development opportunities for alternative livelihoods for Belizeans. BFREE was founded in 1995 with a mission “to conserve the biodiversity and cultural heritage of Belize.”

## **SUMMARY OF THE ROLE**

The BFREE Administrative Assistant will provide administrative and operational support to BFREE by utilizing strong multitasking and communication skills to ensure that all administrative and hospitality-related matters are handled promptly and professionally. The Administrative Assistant should exercise discretion and diplomacy at all times and be a self-starting individual who desires to learn new tasks and expand their abilities. This position reports to the BFREE Deputy Director and is based at the BFREE Field Station and Privately Protected Area.

## **PRIMARY DUTIES AND RESPONSIBILITIES**

### **Office Tasks**

- Ensure efficient and professional operation of the office, including cleanliness and organization
- Answer and respond appropriately to phone calls and emails
- Maintain office equipment and supply inventory
- Assist in compilation of all items needed for annual BTB licensing
- Ensure completion of BTB forms by visitors

### **Staff Support**

- Verify timecards are completed by staff daily
- Support completion of biweekly payroll and social security for all staff
- Provide reimbursements to staff for licenses and other expenses as appropriate

### **Finances**

- Work with US for BFREE Bookkeeper to organize and submit receipts, financial documentation,
- Assist with financial activities like: receiving payments, and creating invoices and receipts
- Oversee petty cash and Cool Spot income

### **Reservations**

- Assist with reservation inquiries, provide information for booking at BFREE, and complete booking agreements/contracts from both parties as needed
- Compile and organize all forms for guests
- Assist with updating reservations and lodging calendar
- Assist with arrangements for in-country transportation and external accommodations as needed

- Meet with the BFREE Chef and Head of Housekeeping to share necessary information, including allergies, dietary requirements, and rooming logistics.
- Compile guests forms and itineraries for easy access by appropriate staff

## **QUALIFICATIONS**

### **Education and Experience**

- A minimum of an associate's degree in business administration, or related field is required
- Minimum of one year of administrative experience in an office environment.

### **Skills and Abilities**

- Exemplary communication skills, both oral and written.
- Ability to work independently, multi-task, prioritize, and manage time effectively
- Must be committed to BFREE's mission and conservation initiatives and be able to clearly and passionately describe them to others
- Skilled in public speaking and comfortable talking in front of both small and large groups of diverse audiences.
- Utilizes a flexible approach to managing competing priorities and stays focused and organized in a unique work environment.
- Advanced level proficiency in Google, MS Office, and Dropbox

## **DETAILS**

This is a full time position - Monday through Friday. Some weekends may be required.

## **COVID-19**

All BFREE staff are required to be fully vaccinated and boosted against COVID-19.

## **SALARY and BENEFITS**

Competitive salary based on work experience. Payroll is processed bi-weekly. Work days are Monday through Friday with some weekends required. The position is based at the BFREE Field station where room and board are included on work days. Staff receive two weeks of paid vacation after completing one full year.

## **APPLY**

Please submit applications to Heather Barrett at [jobs@bfreebz.org](mailto:jobs@bfreebz.org) by May 28, 2023. Applications are to include a cover letter, resume, valid social security card and two letters of reference. Only complete applications will be considered.