



## The Charles Darwin Foundation is recruiting Field Assistant in Bio-businesses and Innovation

<b>Position Title:</b>	Field Assistant in Bio-businesses and Innovation.
<b>Area / Department :</b>	Science.
<b>Reports to :</b>	Senior Bioeconomist.
<b>City :</b>	Puerto Ayora, Santa Cruz, Galápagos.
<b>Start Date:</b>	April 1, 2026.
<b>Duration :</b>	1 year with possibility of renewal based on performance.

### Introduction

The Charles Darwin Foundation (CDF) is an international non-profit organization founded in 1959, headquartered in the Galapagos Islands, a UNESCO World Heritage Site located 1,000 kilometers off the coast of Ecuador. Research programs operate from the Charles Darwin Research Station (CDRS) under the CDF's mission to address the most significant threats and challenges facing Galapagos through scientific research and conservation action, with the goal of safeguarding one of the world's most important natural treasures.

Within the framework of CDF-led projects, the EmprendeMar Program has been implemented in Galapagos since 2024, aiming to strengthen the innovation ecosystem of the Entrepreneurship Community to transform the Galapagos sea food system into one that is more prosperous, fair, resilient, and less dependent on the mainland. The Program consists of three phases for business development: (i) Pre-Incubation, (ii) Incubation, and (iii) Acceleration.

Within its methodology for strengthening the Entrepreneurship Community of the Galapagos Sea Food System, through the EmprendeMar Program, CDF carries out the following activities: Group workshops using business development methodologies, coordination of personalized mentoring with experts according to each business, access to non-refundable seed capital, organization of business roundtables with potential clients, among others.

### Position Objective

The Field Assistant in Bio-businesses and Innovation actively participates in the coordination, consolidation, and strengthening of the Entrepreneurship Community and implementation of the EmprendeMar Program from the Galapagos Islands, in close coordination with the Fisheries Project staff, providing direct support to businesses linked to the participating sea food system.

### Activities

The selected candidate will maintain close and active interaction with various areas within CDF as well as local authorities, institutions, and entrepreneurs; their main activities to be developed are as follows:



- Support the positioning of the Entrepreneurship Community of the Galapagos Sea Food System.
- Assist in the coordination and implementation of the innovation and entrepreneurship training program for entrepreneurs in the Galapagos Islands.
- Coordinate activities and events of the Entrepreneurship Community of the Galapagos Sea Food System and promote the establishment of an entrepreneurship community for the Ecuadorian coast region.
- Attend and participate in meetings with public-private alliances that may contribute to strengthening the Entrepreneurship Community of the Galapagos Sea Food System.
- Organize and document learning meetings with entrepreneurs to contribute to the development and definition of early-stage business ideas.
- Advise entrepreneurs in creating and developing innovative business initiatives with triple impact (economic, social, and environmental), including social innovation ideas aimed at transforming the sea food system to make it resilient, autonomous, fair, and prosperous.
- Advise entrepreneurs in formulating business models, writing business plans, and preparing financial evaluations for ventures seeking to transform the sea food system into a resilient, autonomous, fair, and prosperous one.
- Support the formation of a mentor network to assist and guide entrepreneurs at different stages of development.
- Support the formation of an angel investor club to facilitate early-stage business development.
- Assist in managing institutional relationships with other public and private organizations promoting innovation and entrepreneurship in Galapagos and the Ecuadorian coast region.
- Support the execution of the system for delivering and monitoring small grants for early-stage ventures.
- Assist in identifying possible funding sources and formulating financing policy recommendations that could facilitate access to credit for entrepreneurs related to the Galapagos sea food system.
- Support the ongoing generation of communication content to highlight the project's activities and impact.
- Advise the group of fishermen with traceability systems in Galapagos on business and innovation matters.
- Support the adoption of electronic traceability systems to strengthen the supply of sea food systems with responsible and traced fishing, encouraging businesses to consider responsible fishing sources in their services and products.
- Support the functioning of the Responsible Fishing Network by ensuring periodic meetings and documenting discussions and commitments made.
- Assist in updating the impact indicator tracking system.
- Consider and apply GEDSI guidelines (Gender Equity and Inclusion of People with Disabilities) in the position's activities.



## Required Profile

### Formal Education :

- Bachelor's degree in business administration, business development, economics, or related fields.
- Preferably, a Master's degree in economics, administration, business, or related fields.

### Professional Experience :

- At least three years of experience in similar roles related to entrepreneurship and business development in the rural sector, preferably in the fisheries value chain.
- Experience teaching and advising adults of any educational level on business topics, with emphasis on the rural sector.
- Experience with collaborative platforms, startup incubators and accelerators, as well as other innovative strategies.
- Experience working in interdisciplinary and multicultural environments.

### Required Knowledge :

- Preferably, knowledge of the sea food system and its value chains in Galapagos and the mainland Ecuador coast.
- Management of business innovation methodologies and tools such as Design Thinking, Customer Development, AI, and other trends to support successful entrepreneurship.
- Knowledge of Lean Start-up methodology and Business Model Canvas for business plan formulation.
- Management of methodologies to promote creativity and innovation in groups and teamwork.
- Preparation of business plans, business models, investment plans.
- Mastery of financial evaluation methods for small businesses and micro-enterprises.
- Knowledge in data management and analysis, indicators, and presentation of executive reports.
- Mastery of Office applications and management software for projects.
- Fluency in Spanish and advanced knowledge of English.

### Expected Competencies

- Strong organizational skills, experience in project coordination and management, and the ability to take initiative and manage time to efficiently complete delegated tasks with minimal supervision.
- High motivation and leadership, solution-oriented, change agent, and builder of strategic alliances.
- Excellent communication and interpersonal skills, preferably related to experience in education for small businesses and community outreach.
- Strong knowledge of innovative methodologies for entrepreneurship development and ability to apply them in a rural setting promoting social, environmental, and economic impact.



- High social sensitivity with vulnerable communities and commitment to nature conservation.
- Ability to manage culturally diverse groups in person, virtually, and hybrid formats.
- High level of organization and results orientation.
- Excellent interpersonal communication skills.
- Strong ethics individually and in teamwork.
- Adaptable and able to work in interdisciplinary and multicultural environments, especially in the unique conditions of the Galapagos Archipelago.

### **Employment Conditions**

The Field Assistant in Bio-businesses and Innovation will be a member of the CDF staff based in Puerto Ayora at the Charles Darwin Research Station, Santa Cruz, Galapagos, Ecuador; applicants must reside in the Galapagos Islands for at least one year or for the duration of the contract. Additionally, regular travel within the Galapagos Islands and to mainland Ecuador (Manta, Guayaquil, Quito) is required.

Must faithfully comply with the rules, regulations, and procedure manuals of CDF, as well as strictly observe and adhere to the rules and regulations of the Galapagos National Park Directorate and the Governing Council of Galapagos (CGREG).

### **Interested in Applying?**

Interested candidates must complete their application through the following online form: <https://forms.gle/NW2Y6SFJSAZkba719>

#### **Through the form, applicants must upload the following information:**

- An updated CV.
- A cover letter in English (maximum 1,000 words) describing their interest in the position and outlining their skills and experience in relation to the minimum requirements listed above.
- The names and email addresses of three professional references.

All required documents must be submitted as a single PDF file, following the instructions provided in the form.

**Application Deadline:** March 15, 2026.

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**The Charles Darwin Foundation is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**