The Charles Darwin Foundation for the Galapagos Islands wishes to hire a Coordinator of the Environmental Education and Community Outreach Program.

Application deadline: April 2022

Duration: 12 months (Renewable)

Introduction

The mission of the Charles Darwin Foundation and its Research Station is to provide knowledge and support through scientific research and complementary actions to ensure the conservation of the environment and biodiversity of the Galapagos Archipelago. To fulfill this purpose, the CDF seeks to incorporate a Coordinator of the environmental education program into its work team.

Purpose of the position

The Coordinator of CDF’s environmental education and community outreach program will implement projects and education programs and communication strategies that will be oriented towards developing inter-disciplinary skills and knowledge within the field of science, the environment, and the community; promote sensitivity and awareness of young people within the socio-environmental dynamics at the local and global level; stimulate leadership in young Galapagos, through the execution of projects associated with scientific research, towards the sustainability of Galapagos.

The Coordinator of the environmental education and community outreach program will work together with the area team in the development and strengthening of the different activities.

Required profile

- Professional with a Bachelor's degree, preferably a Master's degree in environmental education, biology, or related careers.
- Knowledge and use of tools such as Excel, Word, PowerPoint, Adobe Illustrator, first aid, diving course.
- Experience of minimum 3 years working in education projects and managing groups of children and adolescents.
- Experience of at least 1-year coordinating inter-institutional projects.
- Updated knowledge and use of virtual media.
- Advanced Spanish and English language command, both oral and written.
- Excellent interpersonal skills. Ease of joining a multi-cultural and multi-disciplinary team.
- Ability to work in a dynamic environment that presents numerous opportunities, unforeseen events, and challenges, and is characterized by limited logistical resources and geographic isolation.
- Communication
- Initiative
- Adaptability
- Service Orientation
Activities

1. Generate Environmental Education and community outreach plans together with your work team.
2. Design and develop new support materials (cards, short videos, documents, or others) for the different activities.
3. Prepare content and plan activities with groups together with the work team.
4. Execute and articulate with the work team the proper planning and implementation of Environmental Education activities and community outreach.
5. Plan and coordinate the field trips that are carried out within the framework of the program.
6. Determine the methodology and its evaluation of the impact methodology of the different components of the program.
7. Actively participate in spaces for inter-institutional articulation in environmental education and community outreach.
8. Articulate and complement the different efforts and activities with other NGOs and public and private institutions.
9. Planning, organization, and support in public fairs and dissemination activities of the CDF/ECCD.
10. Give talks to groups and visitors in support of CDF activities and fundraising efforts.
11. Design and update together with the team the management plan of the Van Straelen Interpretation Center.
12. Prepare and update environmental education projects to be executed with the Ministry of Education (Education District).
13. Maintain an updated protocol on the legal and security aspects of the program and its participants for proper coordination of the different activities.
14. Write report/internal and external reports.
15. Effectively manage the assigned budget and comply with the institutional reports on fund management following internal processes.
16. Write funding proposals in coordination with the Grants Area and other relevant Areas for Environmental Education funds and community outreach.
17. Audiovisually record the activities of the active components. This registration is done directly with teams in the area or with the support of the Communication area.
18. Generate content for the dissemination of the activities and results of the program through the different communication channels and social networks of the CDF.
19. Execute and coordinate specific projects or activities requested by your supervisor.

Employee Conditions

The Coordinator of the environmental education program will be supervised by the Executive Directorate, it will be based in the Office of the Charles Darwin Research Station on the island of Santa Cruz, in the Galápagos archipelago, Ecuador.
The Coordinator of the environmental education program will faithfully comply with the norms, regulations, and procedures manuals of the CDF, and will also observe and strictly comply with the norms and regulations of the GNPD.

The benefits will be negotiated according to the profile of the candidate.

**How to apply**

Those interested in this position should send the following information via e-mail to (pro.seleccion@fcdarwin.org.ec):

- Updated resume.
- Letter of interest, up to 350 words describing their skills according to the minimum requirements for this position.
- A vision statement of a maximum of two pages in length detailing the objectives of the candidate according to the objectives of the position and the reality of the Galapagos.
- Three professional recommendation letters, including the names and email addresses of the references.
- Names and email addresses of two references that can give a personal recommendation of the candidate.

We kindly ask you to send all the necessary documents in a single PDF file. If you need additional information, contact the same e-mail.