The Charles Darwin Foundation for the Galapagos Islands seeks a Cristóbal Environmental Educator

Deadline for application: Until the vacancy is filled.

Introduction

The Charles Darwin Foundation (CDF) is an international non-profit organization founded in 1959 with an operational base in the Galapagos Islands, a UNESCO World Heritage Site located 1,000 kilometers off the coast of Ecuador. All research programs operate from the Charles Darwin Research Station (CDRS) under the mission of the Charles Darwin Foundation, and its Research Station is to tackle the greatest threats and challenges to Galapagos through scientific research and conservation action in order to safeguard one of the world’s most important natural treasures.

Job objective

The CDF environmental educator—San Cristóbal, will implement environmental education and community outreach activities, will provide support to allied institutions and organizations linked to the field of environmental education, and will provide logistical and administrative support to CDF scientific and administrative staff who are on the island for projects of the institution.

Activities

- Support in developing and implementing activities and projects of the "CDF Environmental Education and Community Outreach Program" (ECO-P), which are planned on San Cristóbal Island.
- Maintain permanent spaces for communication with young people, students, and representatives. Manage permits and registrations.
- Coordinate with local allied institutions for the execution of environmental education and community outreach activities and projects.
- To be the official link of the CDF in San Cristóbal for events or activities that take place under institutional delegation.
- Manage logistical details for the execution of activities and projects of environmental education and community outreach.
- Support local allied institutions and organizations in the execution of joint activities and projects or where the participation and collaboration of the CDF is required in coordination with its supervisor.
- Manage a file and record evidence of participation in the requested activities (minutes of meetings, photographs, lists, evaluations, etc.)
- Compile the necessary information for the development of audiovisual resources (videos, blogs, photos, etc.) about activities carried out by the CDF in San Cristóbal and support their
dissemination at the local level (work articulated with the communication area and the ECO Program in Santa Cruz)

- Carry out evaluation processes of educational or community outreach projects by the ECO Program on San Cristóbal Island using the agreed formats and methodologies.
- Manage educational platforms, such as Google Classroom and others, in addition to Zoom and virtual resources that support the teaching-learning process as necessary.
- Prepare reports on the activities carried out on San Cristóbal Island in the requested formats.
- Manage requests for the purchase of materials and contracting of services, by the internal processes of the CDF, depending on the needs for the execution of activities and according to the availability of the authorized budget.
- Support the management and care of the infrastructure, equipment, and materials of the CDF facilities in San Cristóbal.
- Manage the green space of the CDF – San Cristóbal facilities to facilitate other institutions and organizations in developing activities aimed at the community.
- Other tasks that are determined in the work plan of the program or organization.

Minimum requirements

- Professional with a degree in education, environmental education, communication, biological sciences, administration, or related fields
- Demonstrated experience of at least 1 year participating directly in the execution of environmental education and conservation activities, projects, and/or programs
- Experience in managing groups (children, adolescents, and young people)
- Experience in developing and facilitating workshops.
- Advanced level of the Spanish language and basic level of the English language (spoken and written)

Skills

- Knowledge and use of tools and programs such as Excel, Word, PowerPoint, Canva, and Adobe Illustrator.
- Updated knowledge and use of virtual media.
- Excellent interpersonal skills.
- Knowledge of group management techniques.
- Proactivity / Initiative
- Assertive communication
- service orientation
- Organization
- Ingenuity and skill in solving problems

Employment Conditions

The environmental educator will work on San Cristóbal Island. The functions she performs and the activities she carries out will occur inside and outside the CDF office on the island, frequently participating in outdoor or field activities. The environmental educator faithfully follows the rules,
regulations, and procedure manuals of the CDF and strictly observes and complies with the Directorate of the Galapagos National Park and the Galapagos Government Council (CGREG).

Apply
Those interested should send the following information via e-mail to recursos.humanos@fcdarwin.org.ec

- An updated resume.
- Letter of interest in English (2 pages maximum) describing your interest in the position and your skills and experience about the minimum requirements outlined above.
- Names and email addresses of three professional references.

Please send all the necessary documents in a single PDF file.