Announcement
The Charles Darwin Foundation for the Galapagos Islands would like to hire a Webmaster

Application deadline: Until filling the vacancy
Start date: Jun 2021
Duration: 12 months (Fixed Contract)

Introduction

The Charles Darwin Foundation for the Galapagos Islands (CDF), is an international, non-profit organization, constituted under the laws of Belgium, and founded in 1959 under the auspices of UNESCO / IUCN. The mission of CDF 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 continue its work and comply with the stated objectives, CDF is looking for a professional Webmaster.

Objective

Manage, update, renew and maintain the Charles Darwin Foundation’s website in order to build a strong online presence.

Required profile

- B.S. in Computer Science, Media and Communications, Web Design, or related fields.
- Fully competent and written and verbal communications skills in both English and Spanish.
- Working knowledge of website management tools and CMS platforms
- Proficient in HTML/CSS, JavaScript, XML; knowledge of SQL, PHP and GIT is preferred
- Expertise in Google Analytics, SEO analysis and paid advertising
- Familiarity with social media management; Salesforce or similar platform
- Proven experience, minimum 2 years
- A flexible approach to work. Adaptable to work in special time schedule, even out of regular working hours.
- Excellent communication and teamwork skills
- Customer service skills
- Strong troubleshooting and analytical abilities
- Attention to detail
- Outstanding organizational skills
Activities

1. Overhaul CDF website making it easier to navigate and meet current standards of design.
2. Continually maintain, update, and improve CDF website.
3. Create, edit, proofread, update and improve content (posts, advertisements, blog articles) for website publishing.
5. Monitor and report SEO (Search Engine Optimization) metrics.
6. Work closely with all CDF directors/managers to meet website needs of each department.
7. Create and publish engaging content for CDF website and social media.
8. Ensure compliance with law and policies (e.g., copyright and data protection).
9. Integrate web platforms for online donations (Salesforce; FundraiseUp; or similar).

Terms

The employee works under the IT Coordinator of CDF. The selected candidate will have their work base at the Charles Darwin Research Station in Santa Cruz Island, Galapagos Archipelago, Ecuador.

The employee is expected to work 40 hours per week, starting at 07:45-12:30pm and 14:00-17:15. This schedule may change due to certain activities, such as trips and others.

The employee will faithfully follow the rules and the CDF Procedures Handbook, as well as he/she will perform their job strictly following the Galapagos National Park’s rules and regulations.

How to apply

Those interested in this position should send their application form and accompanying documents via e-mail (pro.seleccion@fcdarwin.org.ec). We kindly ask you to send all the necessary documents in a single PDF file. If you need additional information, please contact the same e-mail.

- Updated resume.
- Letter of interest, describing their competencies according to the minimum requirements for this position.
- Three professional letters of recommendation, 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.