

January 9<sup>th</sup> 2017  
Punta Gorda Town



## Vacancy for Education & Outreach Officer

Dear Applicant,

Thank you for your interest in the position of Education & Outreach Officer at Ya'axché Conservation Trust.

This application pack contains a Job Description (two pages) and Person Specification (one page). Please read the documents carefully.

To apply, please send a copy of your CV (no more than two pages) and a one-page letter outlining your interest in, and suitability for, the position. All documents should be in .pdf format and should be emailed to [christina.garcia@yaaxche.org](mailto:christina.garcia@yaaxche.org).

**The closing date for submission of your application is February 13 2017.** We look forward hearing from you.

Yours sincerely,

**Christina Garcia**  
Executive Director  
Ya'axché Conservation Trust

<b>JOB TITLE</b>	Education & Outreach Officer
<b>LOCATION</b>	Golden Stream Field Station, Toledo, Belize
<b>WORK SCHEDULE</b>	Full Time
<b>REPORTING TO</b>	Community Outreach & Livelihoods Director

## **1.0 JOB DESCRIPTION**

### **1.1 CONTEXT**

Ya'axché Conservation Trust is a community-oriented NGO that couples conservation with sustainable development to advance integrated landscape management in southern Belize. The focal geographic area for Ya'axché's activities, the Maya Golden Landscape (MGL), extends from the Maya Mountains to the Port Honduras Marine Reserve in the Caribbean Sea and forms part of the largest remaining contiguous areas of broadleaf forest in Central America. The MGL includes Ya'axché's Golden Stream Corridor Preserve (GSCP, 15,000 acres), the Bladen Nature Reserve (BNR, 100,000 acres) and Maya Mountain North Forest Reserve (MMNFR, 36,000 acres), both of which are co-managed by Ya'axché and the Belize Forest Department. In addition to managing protected areas via Ya'axché's Protected Areas Program, Ya'axché puts an equivalent focus on the livelihoods of the surrounding communities through education, sustainable livelihood initiatives and implementation of best practices.

The Community Outreach & Livelihoods program seeks to increase environmental knowledge, address the socio-economic situation of the communities within and adjacent to the Maya Golden Landscape (MGL) by promoting cacao-based agroforestry and other better agricultural practices. It contributes to building local capacity, environmental education, supporting the implementation of community plans, and supporting community links with other programs of the organization.

### **1.2 OVERALL RESPONSIBILITIES**

The Education & Outreach Officer is responsible for the development of concrete plans and education materials in-line with the Education Strategy. Environmental education is critical for building knowledge of natural processes and teaching communities how to think, rather than what to think. The Education & Outreach Officer, considered one of the most important roles at Ya'axché, works as part of the Community Outreach & Livelihoods Program team.

The Education & Outreach Officer is to provide support to Ya'axché's program areas by working flexibly, responsibly, with initiative and in a professional manner, playing an active role as part of Ya'axché's team by actively contributing to the organisation's overall objectives and mission.

### **1.3 SPECIFIC DUTIES**

1. Lead the implementation of the Education Strategy which contributes to the overall goals of Ya'axché.
2. Prepare and distribute promotional materials, lesson guides, manuals and curriculums according to the Education Strategy specific to school visits, special events such as Ya'axché Farmer's Expo, BioBlitz, and summer camp
3. Plan and implement school visits and educational field trips in line with the Education Strategy.
4. Make necessary logistical arrangement for Ya'axché Summer Camp, BioBlitz, and attendance of other environmental events such as science fairs and Earth Day celebration. (E.g. Preparing and delivering invitations to schools, summer camp, arranging food and transportation, etc...)

5. Establish mechanisms for monitoring the implementation of educational activities (e.g. standardizing information on presentations carried out) and their effect upon the target groups (e.g. test results, compiling attendance sheets, record schedule, number of visits, acquire feedback from stakeholders)
6. Provide recommendations for Ya'axché's education and outreach activities and programs.
7. Manage projects from time to time.
8. Work alongside Community Outreach and Livelihood Director in organizing a structured database for Scholarship recipients

## 2.0 EDUCATION AND EXPERIENCE

### Essential

- Associates degree in Natural Resource Management or environmental field.

### Desirabel

- Bachelors degree in Natural Resource Management or environmental field.

## 3.0 TECHNICAL SKILLS

### Essential

- Degree training in the field of Natural Resource Management.
- Experience in Adult education & adult learning.
- Good knowledge of office , software and computer systems.
- Experience in working with Maya communities and conservation including the barriers they face to participate in Ya'axché's vision of creating harmony between nature and human development.
- Ability to demonstrate disciplined implementation to execute plans.

### Desirable

- Program evaluation knowledge (Logic Model) an asset
- Bachelors degree in Natural Resources Management
- Proven leadership skills (3 years' management experience)

## 4.0 PERSONAL SKILLS

### Essential

- Strong cultural sensitivity
- Excellent communication skills, verbally and in writing
- Demonstrated experience and ability to lead
- Quality oriented to pursue results for self and others with drive, energy and enthusiasm.
- Proactive and future-oriented to identify priorities and focus on getting most important work completed successfully.
- Excellent organizational ability to get work done through formal and informal channels and use resources efficiently and effectively.
- Excellent interpersonal skills to build collaborative relationships and network effectively.
- Strong communication skills to clearly communicate key messages and have candid conversations.

## 6.0 PERFORMANCE REVIEW & EVALUATION

All positions at Ya'axché (whether paid or volunteer) are subject to a review every three months. For the Education & Outreach Officer the review will be carried out by the Community Outreach & Livelihoods Director. Reviews are conducted in a participatory manner to develop a mutual understanding in regards to the satisfactory fulfilment of duties detailed in the Job Description, adherence to Ya'axché's policies and operational procedures (copies will be provided once the ToR has been signed), and on the impact of activities undertaken on Ya'axché accomplishing its objectives. The review also provides an opportunity for the employee to discuss his/her performance over the past three months, to identify personal development needs and to set targets for the coming three months.