

BELIZE PROGRAM MANAGER

Job Description

About Ecology Project International (EPI)

EPI is an international non-profit organization dedicated to addressing critical conservation issues through field-based partnerships between local experts and high school students. We engage adolescent youth from local communities and visiting youth from other regions in applied conservation as they learn about and help protect threatened species and habitats. Through EPI's programs in the U.S. and Latin America, teens are inspired and empowered to engage in conservation efforts at home and worldwide.

About this position

The Belize program manager is responsible for the oversight of all aspects of EPI's Belizean educational programming and operations. The Belize program manager ensures the successful delivery of a field-based, academically rigorous, environmental education program for Belizean and visiting international teenage students. The program manager will also develop in-country programs to allow for continued engagement with Belizean alumni. S/he will provide program leadership and strategic vision (both programmatic and development), and will work in conjunction with EPI's program operations director and other senior staff to ensure a fiscally and legally sound program.

Other important aspects of this position include communication between the field site and EPI's world headquarters (WHQ); planning, management, evaluation, and improvement of field courses and outreach activities; supervising in-country staff; procurement and management of office space; risk management; budget creation and administration; development of relations and collaboration with in-country foundations and donors, partners, and vendors.

The position is based in Belize City, Belize. The Program Manager is responsible to the Program Operations Director (POD) who is based in La Paz, Mexico.

Responsibilities

- Oversee and manage EPI's Belize Program with occasional travel to EPI's other field programs and EPI world headquarters in Missoula, Montana;
- Ensure high quality, safety, and effectiveness of program content and delivery while striving for operational efficiency;
- Manage in-country human resources: recruit, hire, train, develop, and supervise program personnel, and ensure collaboration and proper coordination other EPI staff; identify, prioritize, and pursue professional-development opportunities;
- Build, strengthen, and leverage key strategic partnerships with local, regional, and international non-profit organizations and government agencies to achieve EPI's mission and goals;
- Seek out opportunities to increase positive public relations exposure for EPI in Belize;
- Develop budget forecasts; monitor spending and oversee monthly program accounting;
- Generate development prospects and actively and continuously engage in fundraising efforts in conjunction with EPI's development director;
- Develop effective strategies for student recruitment, pricing, promotions and program content; identify potential fee- and income-producing opportunities, and cost-cutting opportunities;
- Ensure program activities fulfill EPI's vision, mission, and strategic goals; stay fluent in "best practices" as they apply to regional conservation and environmental education;
- Plan and deliver educator training courses for both Belizean and U.S. teachers;
- Evaluate existing and new education and program offerings; ensure that program content is aligned with current proficiency requirements when appropriate;
- Direct EPI Belize through in-country legal issues and official government business including relationships with the Ministry of Finance and the Ministry of Education.
- Oversee any special projects assigned by senior staff;
- Maintain good humor and apply professional, common-sense solutions to everyday challenges.

Tasks

Leadership and Communication:

- Provide leadership for Belize office staff, instructors, and participants
- Represent EPI to partners, vendors, schools, government officials, and within the local community and region;
- Work to ensure legal compliance in-country;
- Serve as primary contact for in-country staff, partners, and vendors;
- Serve as primary contact for staff from EPI headquarters in Missoula, Montana;
- Coordinate and share resources with program staff at other EPI program sites.

Staff management and supervision:

- Understand and stay abreast of in-country human resource policies and practices;
- Hire and train program associates/coordinators; support this process for assistants, instructors, and interns;
- Supervise, motivate, and inspire program staff, provide positive and constructive feedback, and conduct semi-annual reviews of key staff.

Financial oversight:

- Oversee in-country finances;
- Develop program budget and forecasts; review account ledgers and staff payroll summaries;
- Complete vendor contracts or Memorandums of Understanding and request payments.

Income production:

- Identify and cultivate potential funding sources; serve as primary in-country contact for local funding partners;
- Contribute regularly to grant writing and reporting efforts;
- Enhance U.S. and international student recruitment efforts;
- Maximize local student tuition and other earned income revenue as appropriate.

Program planning, evaluation, and improvement

- Ensure each course fulfills EPI's educational, conservation, and cultural goals;
- Maximize relationships in the communities where we operate;
- Contribute to regional awareness and support of EPI programming;
- Maintain relationships with EPI's partners and vendors before;
- Oversee season schedule;
- Evaluate appropriateness of current logistics; work to improve efficiency, participant experience, and cost-benefit.

Risk management:

- Maximize safe learning environment for students during field and other activities;
- Ensure that decisions regarding program delivery account for EPI's risk management policies;
- Participate in medical review process for international participants and implement and oversee operation of medical review process in-country for local participants;
- Play key role in administrative emergency response system.

Qualifications

Bachelor's degree in relevant field

At least five years management experience, including supervising staff, providing financial oversight, developing and executing programs

Work experience involving education, science, and conservation

Ability and desire to live/work in Belize

Additional desirable skills

Professional experience in Belize, particularly in education, science, and conservation

Master's degree in relevant field

Marine and/or ecological science degree

At least three years of education experience, ideally in environmental or science education with students aged 14-19

Proven, past fundraising success (\$100,000+/year)
Valid Wilderness First Responder certification
Program management or research experience in Belize
Creole and Spanish language fluency

How to apply

Applications will be accepted through May 2, 2014 or until a suitable candidate is identified. Early applications are encouraged and applications will be considered as they are received. All applications must be submitted through our online system at <https://ecologyproject.submittable.com/submit>. Hard copy or emailed applications will not be accepted. For questions/inquiries please call 406-721-8784 or email erindc@ecologyproject.org.