

Project Coordinator

General Description

The non-profit organization Environmental Protection in the Caribbean (EPIC) Foundation's mission is to protect the Caribbean environment through research and community-based action.

EPIC is seeking a part-time Project Coordinator for the project "An investigation of the state of Sint Maarten's brown pelican population, for improved management of the species and its habitat." The Project Coordinator is responsible for the successful completion of project objectives and meeting grant requirements. The long-term goal of this project is to improve management of natural resources for the preservation of biodiversity on Sint Maarten, particularly Sint Maarten's brown pelican (*Pelecanus occidentalis occidentalis*) population and associated habitats.

Successful applicants should possess

- Strong communication and writing skills
- Project management experience
- Educational outreach experience
- Knowledge of environmental issues, particularly those of the Caribbean

Term: 1 November 2022 to 30 April 2023

Location: St. Maarten, Dutch West Indies

Compensation: U.S. \$20/hour for up to 240 hours (average 10 hours per week, flexible schedule). Housing is available.

Supervisor: Natalia Collier, Program Director

Submit a cover letter which outlines your suitability for the position with CV/resume and contact information for three references to Natalia Collier at ncollier@epicislands.org . Open until filled.

OBJECTIVES

Administrative (10%)

1. Submit an updated Education Log Excel file by the 5th of each month which includes number of participants, age group, topic of discussion or activity, and number of evaluations completed.
2. Submit a report by the 5th of each month which outlines activities and accomplishments during the previous month.
3. Submit standardized timesheets or invoices for all project staff to Supervisor by the 5th of each month.
4. Be available to meet by phone weekly as needed.
5. Assist with program development and evaluation.
6. Developing program narrative and input to proposals, annual reports
7. Other tasks as required by supervisor

Human Resources (10%)

1. Recruit and hire one intern.
2. Manage technicians, sub-contractors, interns, and volunteers, ensuring they meet their objectives and submit monthly timesheets or invoices as appropriate.

2. Technical (40%)

1. Source, purchase, and be responsible for tools and all resources necessary for project.
2. Coordinate educational sign placement.
3. Conduct or oversee weekly monitoring of pelican colony and associated Important Bird Areas including sample collection.
4. Properly process, store, and ship samples for ecotoxicology analysis. Maintain dataset of results.
5. Write a pelican conservation manual based on findings.
6. Write and submit final report to funder(s) as per requirements outlined in grant agreement(s).

3. Outreach (40%)

1. Schedule and lead outreach activities with diverse groups, totaling at least 500 participants.
2. Promote best practices among tour companies and user groups.
3. Measure the success of the program through ongoing participant evaluations resulting in at least 25 evaluations.
4. Direct a media campaign, including press releases, interviews, social media, and public service announcements which promotes project objectives and goals.
5. Oversee design and order and distribute outreach materials.