

JOB OPPORTUNITY

Mangrove Field Coordinator

Summary

Conservation International (CI) Mexico is implementing a mangrove restoration project in the Yucatan Peninsula. Within this project, we have the need to hire a field coordinator, based out of Merida or Campeche. This position is expected to provide support in the development and follow-up of project activities on site.

Specifically, the position is expected to:

- Assist project coordination and implementation in the field.
- Maintain constant communication with project stakeholders.
- Provide support in the organization of meetings and workshops with stakeholders.
- Follow up on project activities in the field.
- Support the development of reports, technical documents, etc.
- Support the implementation of the project's activities, including restoration activities, environmental education, training, etc.
- Follow up on environmental and social safeguards plans and activities.
- Be the on-site contact person for the coordination of the project.
- Follow up on project consultancies, monitoring and review of deliverables.
- Support the development of a marine-coastal strategy for CI Mexico.

Conservation International Mexico has a strong commitment to inclusion, diversity, and equal opportunity employment of minorities, females, and individuals with disabilities. People of all backgrounds are welcome to participate.

Key Responsibilities

- Assist project coordination and implementation in the field.
- Support the development of reports, technical documents, etc.
- Maintain constant communication with project stakeholders.
- Provide support in the organization of meetings and workshops with stakeholders.
- Follow up on project activities in the field.
- Support the implementation of the project's activities, including restoration activities, environmental education, training, etc.

- Follow up on environmental and social safeguards plans and activities.
- Be the on-site contact person for the coordination of the project.
- Follow up on project consultancies, monitoring and review of deliverables.
- Support the development of a marine-coastal strategy for CI Mexico.
- Visits to other projects in the region in order to generate synergies.
- Make requests and expense reports.
- Support the preparation of reports and financial reports for the donor of the project in execution in coordination with operational and technical staff.
- Ensure compliance with standards and requirements by complying with CI's internal procedures and policies.

Logistical support and all tasks inherent to the development of events (workshops, meetings, others) related to the project and the fulfillment of its goals.

- Responsible for providing logistical support to partners, consultants, and other guests.
- Quote and facilitate the contracting process of services required for field visits and events.
- Organize the logistics of the visit of partners and other stakeholders to the project.
- Develop and participate in workshops, trainings, and community meetings.
- Coordinate the necessary meetings to present project progress to partners and issue project documentation, plans and reports.

Periodic activities for compliance with policies as a worker

- Preparation of internal technical reports.
- Maintain the inventory of field equipment observing its good use as well as its proper maintenance.
- Comply with all CI policies and administrative requirements including time reporting, activity progress reports, products, objectives, among others.
- Participate in weekly and monthly meetings.
- Participate in internal CI events and workshops.
- Participate in meetings and visits in the different facilities of CI Mexico.

Requirements

- Biologist, ecologist, related environmental career, international relations.
- At least 3 years of professional experience, preferably on the field.
- Experience and knowledge working with stakeholders, including government institutions, local organizations, communities, indigenous peoples, etc.
- Knowledge and/or experience in issues related to carbon projects and the voluntary carbon market.
- Knowledge of the region (Yucatan Peninsula) and the environmental/forestry/coastal sector.

- Experience with community development issues, mangrove restoration, local capacity building, blue carbon, sustainable development projects, social and environmental safeguards.
- Experience in direct work with communities and ejidos.
- Experience in negotiation processes.
- Experience in project implementation and coordination.
- Be able to work under pressure, in difficult conditions, for specific objectives and goals.
- Be used to working with multidisciplinary and international teams.
- Respond to possible requests from international organizations.
- Fluent in Spanish and English.

Preferred

- Biologist, ecologist, related environmental career, international relations.
- GIS knowledge
- Project management abilities

Working Conditions

This position requires work in the field, in remote locations, sometimes under difficult conditions. It requires frequent travel (minimum 40%, depending on the needs of the organization) to local communities and ejidos involved in the project and restoration sites in Campeche and Merida. Some travel to Mexico City is expected.

This is a fixed-term contract. Salary range between \$260K and \$300K Mexican pesos per year (gross), depending on the candidate's experience, plus competitive benefits package.

Application Process

Candidates who meet the requirements, please send your CV with relevant experience to:

- Email:** dvallejo@conservation.org
- Subject:** "Mangrove Field Coordinator"
- Deadline to apply:** December 9th, 2022